

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD
May 6, 2020
2:00 P.M. Public Session**

Woodland Police Department, 1000 Lincoln Ave, “Community Room,” Woodland, CA 95695

NOTE: This meeting is being agendized to allow Board Members, staff, and the public to participate in the meeting via teleconference, pursuant to the Governor’s Executive Order N-29-20 (March 17, 2020), available at the following link:

Teleconference Options to join Zoom meeting:
By PC: <https://us02web.zoom.us/j/82508885682>
Meeting ID: 825 0888 56825
Or
By Phone: (669) 900-6833
Meeting ID: 825 0888 5682

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

1. Call to Order (2:00 PM)

2. Approval of the Agenda

3. Announcements

a. Resolution:

- i. Craig Priester retirement effective May 6, 2020, after serving 15-years with YECA

4. 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.

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 March 4, 2020, Regular Meeting
b. Operations Division Report
c. Current Year Budget Status Update
d. 1st Quarter – Dispatch to Que Report

6. Old Business – *Information Only

- a. General discussion on YECA Building

7. Central Square Assyst for YECA’s Accounting Software Project – Action Item

- a. Staff summary detailing YECA’s accounting needs and project details

8. FY20/21 Proposed Base Budget & Presentation – *Information Only

- a. FY20/21 Proposed Base Budget
- b. FY20/21 Proposed CIP
- c. FY20/21 Proposed Position Table

9. Closed Session:

Threat to Public Services or Facilities (§ 54957)
Consultation with Mission Critical Partners
Consultants: Mike Miller, Jaime Young, Dennis Matzen

10. FY20 Proposed Funding for Potential Projects & Program – Action Item

- a. Staff summary highlighting projects for potential FY20 funding

11. Next Scheduled JPA Board Meeting –June 3, 2020

12. Items for Future Agenda

- a. FY20/21 Budget

13. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before May 1, 2020 on the bulletin board outside of the Yolo County, Erwin Meier Administration Center, 625 Court St., Woodland, California and on the agency website:

<http://www.yolo911.org/board-meetings>



Dena Humphrey, Executive Director

PUBLIC PARTICIPATION INSTRUCTIONS:

Based on guidance from the California Department of Public Health and the California Governor’s Office, in order to minimize the spread of the COVID 19 virus, please do the following:

1. You are strongly encouraged to observe the live stream of the meeting at <https://us02web.zoom.us/j/82508885682>, Meeting ID: 825 0888 56825 or by phone at (669) 900-6833 Meeting ID: 825 0888 5682.
2. If you are joining the meeting via zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make comment. The chair will call you by name or phone number when it is your turn to comment. Speakers will be limited to 3:00 minutes.
3. If you choose not to observe the meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 p.m. on the Monday prior to the meeting. Please submit your comment to the Dena Humphrey at dhumphrey@yolo911.org. Your comment will be placed into the record at the Board meeting.
4. If you are watching/listening to the live stream of the meeting and wish to make either a general public comment or to comment on a specific agenda item as it is being heard, you may also submit your comment, limited to 250 words or less, to the Dena Humphrey at dhumphrey@yolo911.org noting in the subject line: For Public Comment. Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.

If you are a person with a disability and you need disability related accommodations to attend the meeting, please contact Corina Macias 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.

**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)
GOVERNING BOARD
March 4, 2020
MINUTES**

The YECA Governing Board met on Wednesday March 4, 2020 at the Woodland Police Department 1000 Lincoln Ave – Community Room, Woodland. Chair Derrek Kaff called the meeting to order at 2:00 p.m.

PRESENT: Primary Board Members: Derrek Kaff, City of Woodland, Steve Binns, City of West Sacramento, Tom Lopez, Yolo County, John Donlevy, City of Winters, Rebecca Ramirez, Yocha Dehe Wintun Nation, Dena Humphrey, YECA Executive Director,

Entry No.2

Minute Order No. 2020-01

Approval of the Agenda - The Agenda was approved as presented

MOTION: Donlevy SECOND: Lopez AYES: Kaff, Binns, Ramirez, Lopez, Donlevy

Entry No. 3

Minute Order No. 2020-02; Announcements –

- a. The National Public Safety Telecommunications Week runs from April 12th – 18th. This is a nationally recognized time for citizens and co-workers alike to show their appreciation for professionals in the field of Public Safety Communications. - **Dena Humphrey presented National Public Safety week is always in the month of April, which nationally recognizes Public Safety Communicators by citizens and co-workers.**
- b. The Organization of Public Safety Telecommunicators (O.P.S.T.) will be recognizing the outstanding work for our Public Safety Dispatchers at this year’s banquet held at the Thunder Valley Casino in Lincoln on Saturday April 4th. Tickets are \$50 each, and can be purchased by emailing Molly Scott mscott@yolo911.org -**Dena Humphrey presented Board Members to the OPST banquet that honors and presents the Dispatcher of the Year with an award. Formally invited Board members to attend and join in on the event.**
- c. Laura Swink, Dispatcher III is being recognize for her outstanding performance during a life save. Her calm and steady CPR instructions given to the patient’s family member contributed to a successful outcome. - **Operations Manager Leah Goodwin presented to the board commendation to Laura Swink decisive action in saving a life and outstanding performance. Board members also recognized Laura for outstanding service to the community.**

Entry No. 4

Public Comment - None

Entry No. 5

Minute Order No. 2020-02; Consent Agenda

- a. Approval of the Minutes from the November 14, 2019, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 2019 4th Quarter – Dispatch to Que Report
- e. 2019 Annual Calls for Service Report

MOTION: Lopez SECOND: Binns AYES: Kaff, Ramirez, Donlevy, Binns, Lopez

Entry No. 6

Minute Order No. 2020-03; Old Business – Information Only

- a. General discussion on countywide Records Management System – **Dena Humphrey presented member agencies RMS operating independently and moving forward on individual timelines. Board agreed to remove topic from the agenda and revisit in the future.**
- b. General Discussion on YECA Building – **Dena Humphrey presented – asked for direction from the Board after reviewing Comstock November Assessment. Chair Derek Kaff commented since new board members and re-organization in staff will need to review and meet with City Manager. Member John Donlevy directed to submit a plan and cost to include in the budget. Member Ramirez inquired on possible funding and asked YECA to submit for funding to Yocha Dehe.**

Entry No. 7

Minute Order No. 2020-04; FY18/19 External Audit Presentation by Richardson & Company, CPA’s – Informational Only

- a. FY18/19 Fiscal Audit Report – Attachment – **Ingrid Shepline, CPA presented- provided Independent Auditor’s Reports and a handout of Summary of Fiscal Year 2018/19 Audit results.**
 - Audited Financial Statements with auditor’s opinion
 - Internal Control and Compliance Reports
 - Required communications letter
 - Management letter with recommendations

Ingrid communicated to Board members overall clean Audit and in great financial condition

Entry No. 8

Minute Order No. 2020-05; YECA Organizational Overview – Informational Only

- a. High level overview of organization per section – **YECA Managers will give overview of the organization by department to Board Members to present functionality of each department within YECA organization.**
 - Executive Director **Dena Humphrey** presented overview of Administration
 - OPS Manager **Leah Goodwin** presented overview of Operations
 - I.T. Manager **Billy Keen** presented overview of Information Technology

Adjourned for close session 3:10 p.m. - Reconvened at 3:55 p.m.

Entry No. 9 -

Minute Order No. 2020-06; Closed Session -

- a. Public Employee Performance Evaluation (GC54957) Position Title: Executive Director

Chair Derek Kaff – No action taken

Entry No. 10

Next Scheduled JPA Board Meeting – April 1, 2020 @ 2:00 p.m. 35 N Cottonwood St, Woodland

- a. Unable to meet at Woodland PD due to all staff meeting. Alternate location proposal is to hold meeting at YECA to accommodate multiple special employee recognitions.

Items for Future Agenda:

- a. Dispatcher of the Year
- b. Mission Critical Continuity of Operations Assessment & Presentation
- c. Proposed FY21 budget
- d. New Accounting System Project Update

ADJOURN MOTION: Donlevy SECOND: Lopez AYES: Kaff, Ramirez, Binns, Lopez, Donlevy

Adjournment: **Meeting Adjourned at 3:58 p.m.**
Minutes submitted by **Eloise Austin**

STAFF REPORT

Agenda Item: 5.b

Date: May 6, 2020
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
From: Leah Goodwin, Operations Manager
Subject: February & March 2020 Combined Operations Division Report
Recommendation: No action required; information only.
Summary: Operations staff is currently engaged in the following:

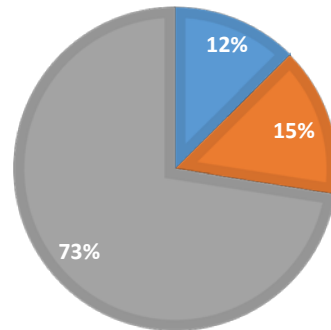
Staffing:

1. Out of 41 funded operations positions:

Classification	Filled	Funded	Vacant
Supervisor	3	4	1
Dispatcher III	4	4	0
Dispatcher I/II	24	26	2
Dispatch Assistant	3	5	2
<i>Over Hire</i>	<i>0</i>	<i>0</i>	<i>2</i>
TOTAL	34	41	6

MAY 2020 STAFFING

■ Vacancies ■ In-Training ■ Trained



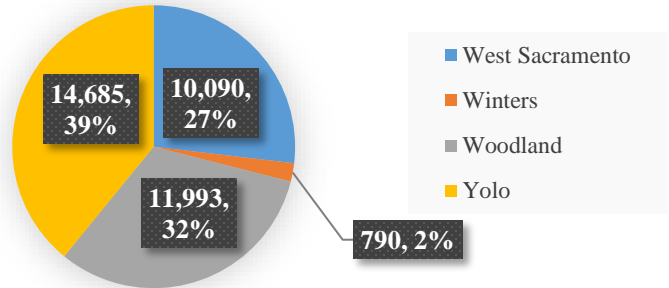
- a. Sarah Roccaforte has completed training on all four radio consoles.
 - b. Tony Frasier has begun training on the Fire console (4th console).
 - c. Lauren Katz has begun training on the YSO/WNP radio (1st console).
 - d. Michelle Pineda has completed call-taking training and has begun training on the WPD radio (1st console).
 - e. Tianna Dumas has begun training on the Fire radio (1st console).
 - f. Naiya Johnson was promoted from Dispatch Assistant to Dispatcher and has begun training on the WSP radio (1st console).
 - g. Karina Zainasheff has completed the call-taking phase of training.
2. Lee Sandoval, Dispatcher II retired with 16 years of service on April 1, 2020.
 3. Craig Priester, Dispatch Supervisor retires on May 6, 2020 with 24 years of service.
 4. Trainee, Nichole Nari, has resigned her position (she had completed the call taking phase of her training).
 5. Traci Fitzsimmons, Dispatcher II has a planned retirement date in December, 2020.
 6. There are 5 applicants in the background portion of the selection process, slated to begin June, 2020.

Statistical Information:

Monthly Phone Statistics:

	Jan	Feb	Mar	YTD
9-1-1	3,923	4,320	4,432	12,675
7-Digit Emergency	784	876	789	2,449
AMR	108	96	96	300
West Sacramento	3,240	3,253	3,597	10,090
Winters	234	224	332	790
Woodland	3,850	3,928	4,215	11,993
Yolo	4,749	5,082	4,854	14,685
Outgoing	5,563	5,768	5,020	16,351
TOTAL	22,451	23,547	23,335	69,333

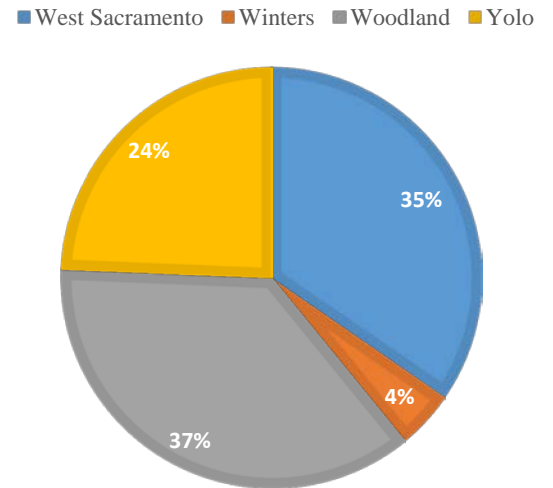
**2020 YTD
Incoming Non-Emergency
Lines**



Monthly CAD Events:

	Jan	Feb	Mar	YTD
West Sacramento				
TOTAL	5,618	5,582	5,362	16,562
Winters				
TOTAL	795	690	669	2,154
Woodland				
TOTAL	5,959	5,990	5,536	17,485
Yolo				
TOTAL	4,058	4,098	3,493	11,649
Yocha Dehe				
TOTAL	37	26	19	82
Arbuckle				
TOTAL	24	29	24	77
Outside Agency/non-geo validated				
TOTAL	76	62	52	190
UCD				
TOTAL	126	137	102	365
GRAND TOTAL	16,693	16,614	15,257	48,564

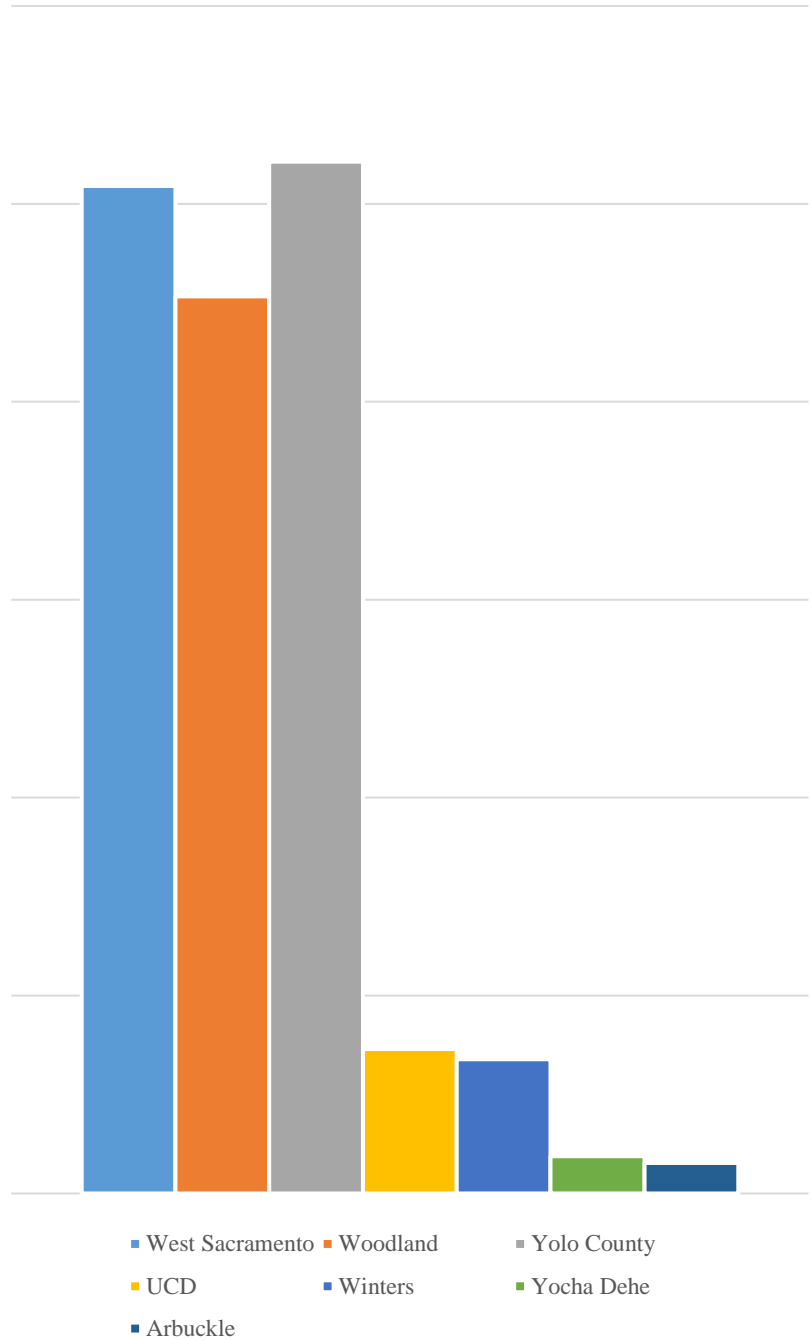
2020 YTD CAD EVENTS



Fire CAD Events:

	Jan	Feb	Mar	YTD
West Sacramento				
Fire	325	318	384	1,027
Medical	506	501	511	1,518
TOTAL	831	819	895	2,545
Winters				
Fire	72	85	82	239
Medical	33	36	31	100
TOTAL	105	121	113	339
Woodland				
Fire	378	355	347	1,080
Medical	410	401	375	1,186
TOTAL	788	756	722	2,266
Yolo				
Fire	614	880	882	2,376
Medical	79	82	70	231
TOTAL	693	962	952	2,607
Yocha Dehe				
Fire	11	12	9	32
Medical	26	26	10	62
TOTAL	37	38	19	94
Arbuckle				
Fire	14	18	13	45
Medical	10	11	11	32
TOTAL	24	29	24	77
UCD				
Fire	81	87	65	233
Medical	45	50	37	132
TOTAL	126	137	102	365
ALL				
Fire	1,495	1,755	1,782	5,032
Medical	1,109	1,104	1,045	3,258
TOTAL	2,604	2,859	2,827	8,290

2020 Fire Events



CLETS Inquiries/Returns:

	Jan	Feb	Mar	YTD
Inquiries	36,531	38,102	29,557	104,190
Returns	59,039	61,578	47,768	168,386

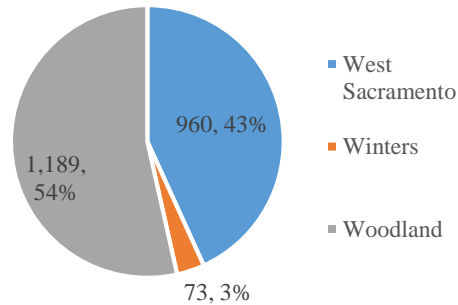
Confidential Records Requests (Audio & CAD Print out):

Jan	Feb	Mar	YTD
143	112	145	400

After-Hours Records Entries:

	Jan	Feb	Mar	YTD
West Sacramento	336	343	281	960
Winters	16	23	34	73
Woodland	424	401	364	1189
TOTAL	776	767	679	2,222

2020 YTD Records Entries



Text to 9-1-1:

	Jan	Feb	Mar	YTD
TOTAL	<u>25</u>	<u>9</u>	<u>22</u>	56

ROSS/IROC Orders/Entries:

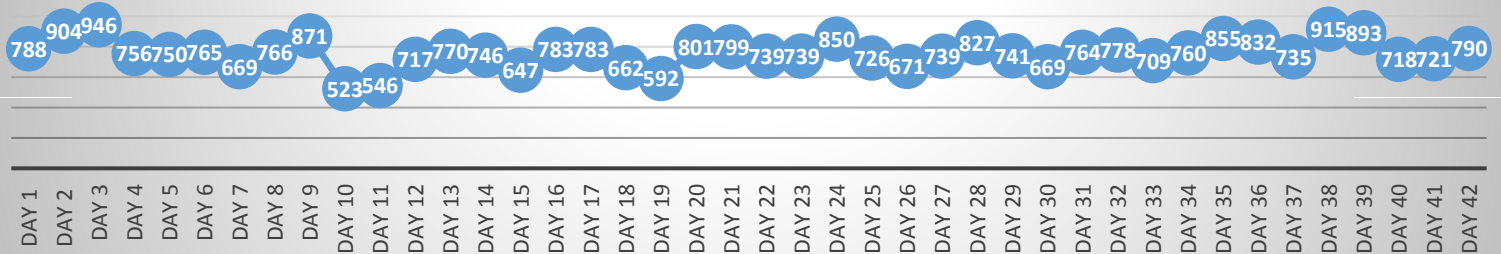
	Jan	Feb	Mar	YTD
IROC/ROSS	0	1	0	1

Conversion Project in progress – 40 hours YTD data entry/review + 60 hours total training = 100 hours of staff time for IROC conversion.

Shelter in Place Data:

Volume has been down average of 16% during the 42-day period (3/19-4/28/2020)

Shelter In Place Daily Phone Volume



Projects:

1. COVID-19 Response and planning
2. Cell Tower PSAP Routing Audit – Verizon complete
3. IROC Data review/training
4. Supervisor promotion process – pending
5. EMD-QA
6. Policy Manual Revisions/Re-format – FIRE Manual
7. Records After-Hours Responsibilities Group
8. Emergency Staffing Plan
9. Recruitment
10. Next academy scheduled begins June 28, 2020 & tentative October 2020.
11. Succession Planning
12. 2020 In-Service Training Plan
 - a. Dispatcher in Charge monthly update training (in progress)
13. Radio Procedures Training
 - a. WPD completed
 - b. WSP TBD 2nd session
 - c. YSO/WNP to be scheduled/offered
14. Scheduling software research & selection
15. Learning Management software review
16. RapidLite Rapid Deploy Project- complete
17. CalOES GIS Pilot Project
18. Retirement planning
19. National Public Safety Telecommunicators Week planning (April 12-April 18, 2020)
 - a. celebration postponed due to COVID-19 Shelter-in-Place order

Agenda Item: 5.c

YECA BUDGET MANAGEMENT SUMMARY

2019 / 2020 As of 4/22/20

	8% JUL-19	17% AUG-19	25% SEPT-19	33% OCT-19	42% NOV-19	50% DEC-19	58% JAN-20	67% FEB-20	75% MAR-20	83% APR-20	92% MAY-20	100% JUN-20
360 3601-8350 ADMINISTRATION												
Appropriations	\$ 2,049,919	\$ 2,049,919	\$ 2,049,919	\$ 2,049,919	\$ 2,049,919	\$ 2,049,919	\$ 2,049,919	\$ 2,049,919	\$ 2,049,919	\$ 2,049,919	\$ 2,049,919	\$ 2,049,919
Expenditures	\$ 126,557	\$ 237,892	\$ 337,341	\$ 575,827	\$ 683,298	\$ 749,837	\$ 903,596	\$ 944,406	\$ 1,090,449	\$ -	\$ -	\$ -
Percent Expended	6%	12%	16%	28%	33%	37%	44%	46%	53%	0%	0%	0%
360 3602-8351 OPERATIONS - DISPATCH												
Appropriations	\$ 4,163,301	\$ 4,163,301	\$ 4,163,301	\$ 4,163,301	\$ 4,163,301	\$ 4,163,301	\$ 4,163,301	\$ 4,163,301	\$ 4,163,301	\$ 4,163,301	\$ 4,163,301	\$ 4,163,301
Expenditures	\$ 434,640	\$ 757,038	\$ 1,019,199	\$ 1,395,497	\$ 1,685,743	\$ 1,977,432	\$ 2,305,475	\$ 2,457,018	\$ 2,869,894	\$ -	\$ -	\$ -
Percent Expended	10%	18%	24%	34%	40%	47%	55%	59%	69%	0%	0%	0%
360 3601-8356 INFORMATION TECHNOLOGY												
Appropriations	\$ 681,290	\$ 681,290	\$ 681,290	\$ 681,290	\$ 681,290	\$ 681,290	\$ 681,290	\$ 681,290	\$ 681,290	\$ 681,290	\$ 681,290	\$ 681,290
Expenditures	\$ -	\$ 72,952	\$ 301,416	\$ 406,316	\$ 378,244	\$ 408,319	\$ 478,369	\$ 482,636	\$ 519,259	\$ -	\$ -	\$ -
Percent Expended	0%	11%	44%	60%	56%	60%	70%	71%	76%	0%	0%	0%
TOTAL for all budget units - B/U 360-1 Administration; 360-2 Operations Dispatch; 3601-8356-Information Technology												
Appropriations	\$ 6,894,510	\$ 6,894,510	\$ 6,894,510	\$ 6,894,510	\$ 6,894,510	\$ 6,894,510	\$ 6,894,510	\$ 6,894,510	\$ 6,894,510	\$ 6,894,510	\$ 6,894,510	\$ 6,894,510
Expenditures	\$ 561,197	\$ 1,067,882	\$ 1,657,956	\$ 2,377,640	\$ 2,747,284	\$ 3,135,589	\$ 3,687,440	\$ 3,884,060	\$ 4,479,602	\$ -	\$ -	\$ -
Unencumbered	\$ 6,333,313	\$ 5,826,628	\$ 5,236,554	\$ 4,516,870	\$ 4,147,226	\$ 3,758,921	\$ 3,207,070	\$ 3,010,450	\$ 2,414,908	\$ 6,894,510	\$ 6,894,510	\$ 6,894,510
Percent Expended	8%	15%	24%	34%	40%	45%	53%	56%	65%	0%	0%	0%
Estimated Revenue	\$ 6,894,510	\$ 6,894,510	\$ 6,894,510	\$ 6,894,510	\$ 6,894,510	\$ 6,894,510	\$ 6,894,510	\$ 6,894,510	\$ 6,894,510	\$ 6,894,510	\$ 6,894,510	\$ 6,894,510
Realized Revenue	\$ 1,988,411	\$ 2,883,833	\$ 3,398,928	\$ 4,584,020	\$ 4,621,965	\$ 4,623,293	\$ 5,200,692	\$ 5,210,525	\$ 6,312,026	\$ -	\$ -	\$ -
Unrealized Revenue	\$ 4,906,099	\$ 4,010,677	\$ 3,495,582	\$ 2,310,490	\$ 2,272,545	\$ 2,271,217	\$ 1,693,818	\$ 1,683,985	\$ 582,484	\$ 6,894,510	\$ 6,894,510	\$ 6,894,510
Percent Realized	29%	42%	49%	66%	67%	67%	75%	76%	92%	0%	0%	0%

updated 11/6/19



Quarter 1, 2020 Law Call Statistics

Call Processing Time - All Calls

Average Seconds from First Keystroke to Pending Queue Entry										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	85	212	75	20	87	319	90	146	86	697
2	132	1739	130	120	127	1,718	113	426	128	4,003

Queue Entry to First Unit Dispatched - Units Available

Average Seconds from Pending Queue Entry to First Unit Dispatched										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	101	188	42	20	92	287	64	144	87	639
2	161	1,455	67	114	163	1,509	93	410	151	3,488

Queue Entry to Law Supervisor Notified - No Units Available

Average Seconds from Pending Queue Entry to the Law Supervisor Notification of No Units Available										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	205	24	0	-	165	32	84	2	179	58
2	257	284	154	6	292	209	286	16	271	515

Queue Entry to First Unit Dispatched After Law Supervisor Notification - No Units Available

Average Seconds from Pending Queue Entry to First Unit Dispatched after Law Supervisor Notification has Occurred										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	551	24	0	-	512	32	64	2	513	58
2	968	284	254	6	292	209	457	16	669	515

Queue Entry to First Unit Dispatched - All Calls - Including Available and Unavailable Units

Average Seconds from Pending Queue Entry to First Unit Dispatched										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	152	212	42	20	134	319	64	146	122	697
2	293	1739	77	120	244	1,718	107	426	246	4,003



Quarter 1, 2020 Fire Call Statistics

Call Processing Time - All Fire Calls

Average Seconds from First Keystroke to Pending Queue Entry												
PRIORITY	WDL		WNF		WSF		YDF		County		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
Code 2	41	506	59	27	51	563	43	7	61	150	48	1,253
Code 3	60	1,418	61	143	61	1,834	46	78	62	786	60	4,259

Queue Entry to First Unit Dispatched - All Fire Calls

Average Seconds from Pending Queue Entry to First Unit Dispatched												
PRIORITY	WDL		WNF		WSF		YDF		County		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
Code 2	19	506	24	27	21	563	14	7	26	150	21	1,253
Code 3	20	1,418	22	143	22	1,834	23	78	26	786	22	4,259

Call Processing Time - Fire and Medical

Average Seconds from First Keystroke to Pending Queue Entry													
Call Type	PRIORITY	WDL		WNF		WSF		YDF		County		Total	
		Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
Fire Call Types	Code 2	31	248	70	8	41	159	32	1	55	83	39	499
	Code 3	61	352	81	50	65	533	65	21	59	434	63	1,390
Medical Aid Call Types	Code 2	50	258	54	19	55	404	45	6	69	67	54	754
	Code 3	59	1,066	50	93	59	1,301	40	57	65	352	59	2,869

Queue Entry to First Unit Dispatched - Fire and Medical

Average Seconds from Pending Queue Entry to First Unit Dispatched													
Call Type	PRIORITY	WDL		WNF		WSF		YDF		County		Total	
		Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
Fire Call Types	Code 2	19	248	30	8	24	159	14	1	26	83	22	499
	Code 3	24	352	25	50	26	533	28	21	27	434	26	1,390
Medical Aid Call Types	Code 2	19	258	21	19	20	404	14	6	27	67	20	754
	Code 3	19	1,066	21	93	20	1,301	21	57	24	352	20	2,869

STAFF REPORT

Agenda Item: 7.a

Date: May 6, 2020

To: YECA Governing Board

From: Dena Humphrey, Executive Director

Subject: Central Square Assyst Software Accounting Software Project – Voted Item
(Seeking delegation authority for the Executive Director to open an outside checking account in the behalf of YECA)

Summary:

YECA currently uses Yolo County's financial software "Infor," and is accessed through WorkSpace. The agency maintains connections via Citrix platform. YECA staff enter financial transactions, which is then approved by county accounting staff. The county's accounting system is fully accessible to their departments. Unfortunately, due to separate networks outside agencies are limited to accessing the full accounting system. This poses some challenges in having to manually track financial data outside of a full accounting system.

The following is a list of items that showcases these limitations, which creates additional workloads and lessens oversight of needed financial information.

Deficiencies of Current Financial System:

- Manual tracking of payables, receivables, contracts, po's, encumbrances, grants, and assets
- Duplication of effort – YECA enters all financial transactions and follows up for processing
 - Limited access to system
 - reliance on county staff to provide everyday documentation e.g., copies of processed checks & JE's
 - Labor intensive processes for making payments to vendors – loss of detail in reports
 - Continuous need to enter helpdesk tickets to reset Citrix & Infor connection
- Absence of integrated systems i.e., accounting, payroll, payables, receivables, capital assets
- Contracts module and encumbrances
- Integrated approval workflow maintained systematically vs paper

Prior to seeking a solution, YECA staff reached out to Yolo County's Department of Finance, Chief of Finance (CFO) for feasibility of searching out a separate accounting system. The CFO understood the limitations the agency faced and was in support of YECA finding an accounting system to record the agency's accounting details and have access to other needed modules.

Further discussion with the CFO, all deposits would be made directly to the County Treasurer. YECA's vendor payments would be made through an outside bank account to streamline the warrant process and capture the detail accounting within the new accounting system.

YECA reviewed five different accounting software programs ranging from \$4k to \$66k. The selection was made meeting majority of the accounting and tracking needs for the agency and most importantly affordability.

The selection was made to Central Square Technologies. A provider of public safety technology solutions and a provider of YECA's computer aided dispatch (CAD) system, formerly known as Tri-Tech. They offer a full array of software products to public agencies, including a government fund accounting software system.

The total costs for the new software implementation and training is \$9,133, with on-going yearly maintenance costs of \$1,353. The initial cost of the software and implementation would be absorbed within the current fiscal. The A-87 costs associated with an accounting charge from the county would be an estimated \$5k for FY21 with a further reduced cost in FY22.

System Solution Priorities

- Streamlining work processes having better utilization of staff time
- Better visibility of funds and detail financial information
- Electronic approval system for better tracking
- Single system entry & simplified reconciliations
- Dashboard displays & user friendly reports
- Contracts module and system tracking
- Accounts receivable & payables
- Reliability of system access w/no downtime
- Payroll integration to financial system
- Track capital and inventory assets
- Create & track purchase orders and encumbrances

In order to finalize the project with a target date of July 1, 2020, implementation and training would need to start by June 1st. YECA is seeking approval from the Board for an overall consensus of the project and to open an outside banking account with US Bank in order to pay invoices to outside vendors. The bank account would be opened under Yolo County's sub-accounts in YECA's name. This arrangement was made with the county CFO.

All payroll and benefits expenditures would remain within the County Treasurer. The outside account would provide payments directly to vendors. This process allows the payment details to be recorded within the accounting system and streamlines work processes.

STAFF REPORT

Agenda Item: 8.a

Date: May 6, 2020

To: YECA Governing Board

From: Dena Humphrey, Executive Director

Subject: Proposed Base Budget for FY20/21 – Information Only

Summary:

This year's proposed base budget for FY20/21 captures the operational costs for current staffing of 46 FTE's. The proposed budget is inclusive of all bargaining costs for the represented and non-represented.

Agency Overall:

The total budget for FY20/21 is \$6,836,246 with an allocation to partners of \$5,843,741 for operations and maintenance plus \$367,505 for the scheduled debt service payment. The use of surplus funds \$300k, \$90k transfer from Capital/Special Projects fund and revenue from the UCD Fire contract \$75k, Arbuckle Fire \$40k, and grants/reimbursements \$120k, brought a total reduction of \$625k, to the allocations.

On April 16th, YECA received a letter from the City Managers group requesting a 5% target reduction for the FY20-21 Budget due to economic recessions. Some of the examples of cost cutting strategies shared in the letter included hiring freezes, elimination of vacant positions, and deferral of equipment purchases and capital improvement projects. A 5% target would be \$323k, based on the overall budget minus the debt service of \$6,468,741.

In response to this target, one option to propose is to delay FY21 contributions to the CIP in the amount of \$368k and transfer \$90k from the Capital/Special Projects fund to purchase one item on the CIP. This would provide an overall average of a 5.5% reduction. Due to differing contributions amounts members would see a reduction anywhere between 4% to 12% to their member shares for O&M costs. These reductions are shown in the FY20/21 Proposed Member Agency Allocations table.

In prior years, capital costs were presented separately and typically funded with bond money or fund balance. FY20/21 will be year 4 of the 10-year capital plan. This contribution could be delayed and the plan updated to meet this one-year delay.

Cost Changes for FY21:

Salaries & benefits for 46 FTE's increased by \$162k or 3%. The cost increase is inclusive of bargaining and reflects overall increases from i.e., CalPERS, Merits, COLA's, and Medical. CalPERS budgeted cost increased \$35k, or 7% from previous year's budgeted amount. The table below reflects the 5-year projection for pension costs:

CalPERS Projections:

The Board approved an additional \$500k to CalPERS last fiscal year. This amount was to pay down the Unfunded Accrued Liability (UAL). As a result of this payment, it lessened the balance from the June 30, 2018 Valuation Report from \$4,101,646 to \$3,598,767, and reduced the projected FY21 Employer UAL payment by \$29,000.

CalPERS	Projected Future Employer Contribution Rates					
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Employer Normal Cost%:	11.031%	11.0%	11.0%	11.0%	11.0%	11.0%
Employer Normal Cost	\$315,186	\$300,355	\$357,993	\$371,491	\$375,206	\$378,959
UAL\$	\$230,900	\$276,000	\$305,000	\$326,000	\$348,000	\$357,000
Total CalPERS Cost	\$546,086	\$576,355	\$662,993	\$697,491	\$723,206	\$735,959

YECA Future Costs - Yolo County Energy Efficient Project:

The Yolo County Board of Supervisors recently approved a countywide energy efficient program presented by the General Services Department covering all county owned buildings. The building YECA resides in is owned by the county and was also included in the energy efficient project. The project entails replacing all interior florescent light bulbs with LED lightning and replacing (1) 5-ton HVAC unit.

The equipment costs for YECA is \$72,496, after bonding fees and project management expenses the total project cost is \$142,939. This amount will be will be billed over a 15-year period by General Services. The first year payment for FY21 is \$2,701, thereafter for the next 14 years FY22 thru FY35 the yearly cost will be \$10,017.

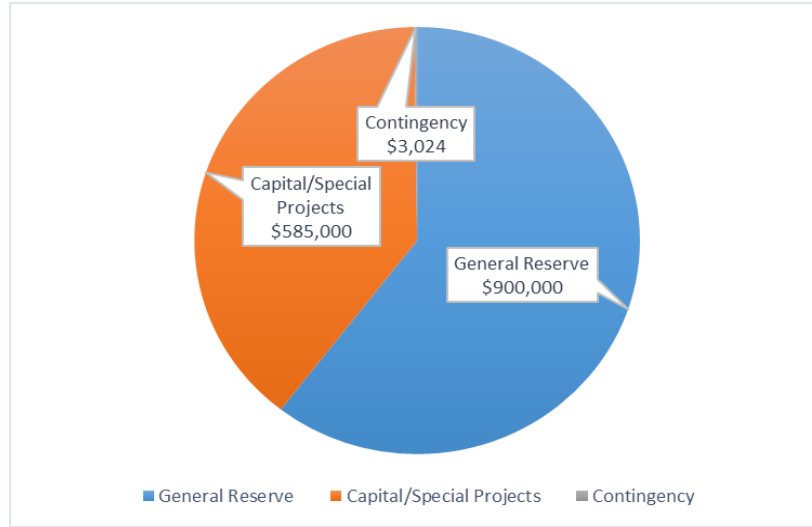
Fund Balance Summary:

The General Reserve established Nov 2015 for emergency needs has a current balance \$900k, representing 14% of the operating budget (goal set by the JPA Board 20%).

The Capital/Special Projects Reserve has a balance of \$585k. The proposed budget would not include a contribution into the fund for FY21.

Two years ago the Board approved the setting aside of a small contingency fund primarily set up for radio equipment failures. Fortunately, this year the contingency fund was used to address the Fire Station Alerting System failures for \$46,976, leaving a remaining balance of \$3,024.

Current Reserve Balances



Fiscal Year Comparison

Current year budget comparison to the proposed FY20/21 budget:

Major Objects	Current Year FY19/20	Proposed FY20/21	Change	Percent
Total Salaries & Benefits	\$ 4,927,542	\$ 5,089,126	\$ 161,584	3.0%
Total Service & Supplies	\$ 1,151,340	\$ 1,181,115	\$ 29,775	2.5%
Total Other Charges	\$ 377,628	\$ 370,005	\$ (7,623)	(0.02)%
Capital Equipment & Contingency	\$ 438,000	\$ 196,000	\$ (242,000)	(55.0)%
TOTAL APPROPRIATIONS	\$ 6,894,510	\$ 6,836,246	\$ 32,736	.0048%

Total Member Contribution	\$ 5,907,882	\$ 5,843,741	\$ (64,141)	(0.01)%
Total Capital Lease Payments	\$ 377,628	\$ 367,005	\$ (7,623)	(0.02)%
Total Other	\$ 609,000	\$ 625,500	\$ 16,500	2.7%
TOTAL REVENUE	\$ 6,894,510	\$ 6,836,246	\$ (57,031)	(1.0)%

FY20-21 Proposed Member Agency Allocations

The agency allocations shown on the table below reflects operations & maintenance, along with the reduction of the FY20/21 CIP contribution of \$368k, shown as “Delay FY21 CIP Contribution.” This provides a reduction to each member agency with varying percent’s based off the CIP formula. The percent’s shown is a reflection of the reduction based off FY20-21 original proposed member shares.

*Note: the scheduled debt service payment will be paid fully Nov 2025

Agency Totals	Last Year's Allocations	Originally Proposed	Delay FY21 CIP Contribution	New Proposed Budget	Overall Change FY19/20 to Proposed FY20/21
	FY 19-20	FY 20-21	FY 20-21	FY 20-21	Increase/ (Decrease)
Winters - O&M	\$255,837	\$257,670	(\$22,797)	\$234,873	(\$20,964)
Winters - Debt Service	\$21,918	\$21,892		\$21,892	(\$26)
Total	\$277,755	\$279,562	(9%)	\$256,765	(\$20,990)
Woodland - O&M	\$2,114,754	\$2,224,801	(\$110,817)	\$2,113,984	(\$770)
Woodland - Debt Service	\$96,726	\$96,610		\$96,610	(\$116)
Total	\$2,211,480	\$2,321,411	(5%)	\$2,210,594	(\$886)
West Sac - O&M	\$2,030,934	\$2,118,584	(\$74,812)	\$2,043,772	\$12,838
West Sac - Debt Service	\$55,274	\$55,208		\$55,208	(\$66)
Total	\$2,086,208	\$2,173,792	(4%)	\$2,098,980	\$12,772
Yolo County - O&M	\$1,445,046	\$1,545,358	(\$151,358)	\$1,394,000	(\$51,046)
Yolo County - Debt Service	\$143,365	\$143,194		\$143,194	(\$171)
Total	\$1,588,411	\$1,688,552	(10%)	\$1,537,194	(\$51,217)
Yocha Dehe - O&M	\$63,310	\$66,338	(\$8,216)	\$58,122	(\$5,188)
Yocha Dehe - Debt Service	\$8,587	\$8,578		\$8,578	(\$9)
Total	\$71,897	\$74,916	(12%)	\$66,700	(\$5,197)

STAFF REPORT

Agenda Item: 8.b

Date: May 6, 2020

To: YECA Governing Board

From: Dena Humphrey, Executive Director

Subject: FY20/21 Proposed Capital Investment Plan (CIP)

Summary:

The proposed CIP costs for FY21 is a continuation of the 10-year plan. The initial draft to the Board for the 10-year CIP was approved April 2017. The plan identifies when the asset is needed along with potential funding streams from grants or State reimbursements.

The projected Capital/Special Projects fund balance at FY20 yearend will be \$585k. The FY21 proposed Budget included a \$90k transfer from the Capital/Special Projects fund to replace the UPS in Dispatch. This would reduce the Capital/Special Projects fund balance to \$495k, for FY21 yearend.

The Board approved the following allocations each year for an annual contribution of \$368k. This allows member agencies to receive a stable allocation for capital costs and provides YECA necessary funds for fluent operations. The total cost over the next 10 years is estimated at \$3.7M comprising of multiple equipment replacements, primarily focusing on the replacement of the microwave system and radios in years FY24 and FY26.

FY19/20 CIP Items - Completed:

Currently, two of the three scheduled CIP items for FY20 CIP have been completed. The core switches, YECA's backbone to the entire network was completed. Along with a piece of equipment (Zetron) that supports the Fire Station Alerting system, which reached its end of life. This was originally scheduled to be replaced in FY21, however was moved up to current year to be replaced due to equipment failures.

These two projects were budgeted for \$78k, after completion remained within budget \$71,595, resulting in a savings of \$6,405. The third project scheduled is to replace the generator at Bald Mountain's radio site and is being funded through a Homeland Security Grant for \$75k.

FY20/21 Proposed CIP Items:

Uninterruptible Power Supply (UPS):

The UPS has reached its end of life and provides power continuity to all servers, SAN, Network, and Dispatch consoles. In the event of a power failure, the UPS ensures the equipment will stay powered, while the building switches to generator power. In an extreme event of a generator failure, the UPS would provide continuous power to the equipment and dispatch consoles for a limited time.

Batteries Radio Plant:

Each radio site has a secondary source of power to operate the radios in the event of a power failure. This is the last phase to replace the aged batteries at each of the sites that were originally installed for the new radio system. The HSG grant of \$66k, was approved for the purchase of the batteries for this project.

Agency Firewalls:

YECA has 2 primary firewalls in use providing Cyber security protection to the YECA network. Network connectivity to each of the member agencies traverse through these firewalls monitoring, allowing, and denying traffic. These firewalls are essential in securing YECA’s internet connection and connectivity to each member agency’s network. The HSG grant of \$40k, was approved for the purchase of the Firewalls for this project.

Summary of costs for the proposed FY20/21 CIP Items:

Project	Cost	Status
UPS	\$ 90,000	<i>Slated for FY21</i>
Battery Plants	\$ 106,000	<i>Slated for FY21*HSG</i>
Firewalls	\$ 40,000	<i>Slated for FY21*HSG</i>
TOTAL	\$ 196,000	

Agenda Item#8.b

FY21 CIP
5-Year Projection

Project	Funding Type	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
<u>Furniture</u>						
Dispatch Consoles	F		\$85,000			
<u>Server Room</u>						
R720 Servers (2)	F				\$35,000	
Offsite SAN (Disaster Recovery)	F				\$92,000	
UPS	F	\$90,000				
Core Switches (6)	F					
Internet Firewalls	F	\$31,000				
Interagency Firewalls	F	\$9,000				
911 Voice Logger (Server only) I	F		\$52,000			
911 Voice Logger (Server only) II	F		\$55,000			
SAN	F			\$92,000		
R730 Servers (2)	F			\$36,000		
<u>Radio/911 Equipment Room</u>						
Radio/Microwave Multiplexor	D					
Batteries for Radio Power Plant	D	\$33,000				
Dispatch 911 Phones (CPE)	D					
TSM 8000 Server - Microwave	D		\$17,000			
Zetron Toning System	D					
Radios	D					\$235,000
Microwave Radios	D					
Channel Banks	D					
GPS Clocks	D					
Comparators	D					
<u>Radio Sites</u>						
Batteries for Radio Power Plant	D	\$33,000				
Generator for Bald	D					
Radios	D					\$590,000
Microwave Radios	D					
Channel Banks	D					
GPS Clocks	D					
HVAC						
<u>Building</u>						
Totals		\$196,000	\$209,000	\$128,000	\$127,000	\$825,000
Total per Funding Source		\$106,000				
Member Agencies		\$90,000	\$209,000	\$128,000	\$127,000	\$825,000
Annual Sinking Fund		\$0	\$368,000	\$368,000	\$368,000	\$368,000
Annual Balance		-\$90,000	\$159,000	\$240,000	\$241,000	-\$457,000
Running Balance		\$495,000	\$654,000	\$894,000	\$1,135,000	\$678,000

8. c Proposed Position Table

Authorized Position Resolution

as of
05/01/2020

			Current			Proposed	
			FTE Auth	FTE Funded & Filled	FTE Funded & Vacant	Current FTE Auth & Funded	Proposed FTE Additions
<i>Active Positions</i>		Effective					
1	Executive Director	2015	1	1		1	1
2	HR/Fiscal Administrator	2016	1	1		1	1
3	Sr. Administrative Specialist II	2008	1	1		1	1
4	Operations Manager	2008	1	1		1	1
5	Dispatch Supervisor	1999	4	4	1	4	4
6	911/Public Safety Dispatcher I/II	2015	26	24	2	26	26
7	911/Public Safety Dispatcher III	2006	4	4		4	4
8	Dispatch Assistant	2014	5	3	2	5	5
9	IT Systems Manager	2012	1	1		1	1
10	Sr. Radio Administrator	2013	0	0		0	0
11	Radio Systems Administrator	2008	0	0		0	0
12	Systems Administrator	2018	1	1		1	1
13	Information Technology Specialist	2018	1	1		1	1
Totals			46	42	5	46	46

STAFF REPORT

Agenda Item: 10.a

Date: May 6, 2020
To: YECA Governing Board
From: Dena Humphrey, Executive Director
Subject: Current FY20 Proposed Funding for Potential Projects & Program – Voted Item

Summary:

Due to the national emergency and current economic conditions the following is a list of proposed projects for the Board to review for consideration:

Item 1: YECA Backup Center:

Costs: \$43,322 - \$70,158 (Total cost depends on option A or B in phase 1- see attached breakdown)

Funding Source: Absorb 50% within current FY20 and the remaining from Fund Balance

Description: Funding this project will provide improvement to the existing evacuation plan and provide a backup center at the Woodland Police Department for a continuity of operations. Full cost of this project would fund necessary equipment to implement the backup center.

Item 2: YECA Building HVAC Duct Cleaning

Costs: \$10,000 - \$30,000

Funding Source: Absorb costs within current FY20 Budget

Description: The building air ducts and equipment cleaned has not been part of a preventive maintenance plan, outside of frequent change outs of air filters. Recently, Yolo County General Services – Facilities screened two vendors to provide a quote for a full cleaning of the air ducts and equipment. Highly visible signs and inspection have shown a great need to have this service completed for the building.

Item 3: Emergency Paid Sick Leave (EPSL) 80Hrs

Costs: Unknown

Funding Source: YECA. Currently, the Federal government has not provided any provisions for this expense to be reimbursable for government entities

Description: Emergency Paid Sick Leave is part of the Families First Coronavirus Response Act (FFCRA) which provides a discretionary additional paid sick leave for specified reasons related to COVID-19. The DOL recently provided guidance to Families First Coronavirus Relief Act (FFCRA) and the exclusion of emergency responders to the Act. In the classification emergency personnel and 911-Dispatchers are named among the exclusion. However, in the FFCRA it gives discretion to the employer to allow for leave. If approved, these provisions would apply from April 1, 2020 through December 31, 2020. This program would be used on a case by case basis and meet a criteria similar to Yolo County for their employees in the following (see attached Yolo County EPSL sample document)

Agenda Item: 10.a

Personnel Evacuation, Network Infrastructure Down, Radios Up						
Feature	Current		Proposed			Total DR Solution
	Production	Disaster Recovery	Phase 1, Option A	Phase 1, Option B	Phase 2	
Implementation & First Year Cost	\$0.00	\$0.00	\$42,322.00	\$70,157.78	\$226,081.00	\$296,238.78
Annual Cost	\$0.00	\$0.00	\$8,900.00	\$14,900.00	\$15,420.00	\$30,320.00
Recovery Point Objective ¹ (RPO)		24 Hours	2 Hours	5 Minutes	5 Minutes	5 Minutes
Recovery Time Objective ² (RTO)		1 Week	2 Hours	15 Minutes	15 Minutes	15 Minutes
Evacuation Location	Dispatchers	YECA	Local Region	Local Region	Local Region	Not Restricted
	911 Call Takers	YECA	Davis PD	Not Restricted	Not Restricted	Not Restricted

¹ Recovery Point Objective: The maximum data loss from last known backup

² Recovery Time Objective: The maximum estimated amount of time it will take for systems to be online and fully operational

EMERGENCY PAID SICK LEAVE – HELPFUL INFORMATION FOR EMPLOYEES

Emergency Paid Sick Leave is part of the Families First Coronavirus Response Act (FFCRA) which provides County employees additional paid sick leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

Which of the following is the reason that you are requesting Emergency Paid Sick Leave (EPSL):

- (1) I am subject to Federal, State or local quarantine order related to COVID-19. *(Please note that County of Yolo employees are exempted from this provision)*
- (2) I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- (3) I am experiencing symptoms of COVID-19 (cough, fever, headache, etc.) and seeking medical diagnosis/advice.
- (4) I am caring for a family member who is subject to (1) or (2).
- (5) I am caring for a child whose school or place of care is closed for reasons related to COVID-19.*



**If you selected option 5 above, you may also be eligible for Emergency Family Medical Leave. Please see the handout titled "EFMLA – Helpful Information For Employees"*

If you selected option 2 or 3:



You can receive your regular rate of pay for up to 80 hours of Emergency Paid Sick Leave. However, your pay cannot exceed \$511 per day or \$5,110 in total. You have the option to utilize additional leave balances to ensure a full check. Next Step: Complete the EPSL Application & Certification Form.

If you selected option 4 or 5:



You can receive 2/3 of your regular rate of pay for up to 80 hours of Emergency Paid Sick Leave. However, your pay cannot exceed \$200 per day or \$2,000 in total. You have the option to utilize additional leave balances to ensure a full check. Next Step: Complete the EPSL Application & Certification Form.