

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD**

**Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland, CA 95695
August 1, 2018
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 June 6, 2018, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update

6. Rumsey Canyon Radio Site Project – Voted Item

- a. Staff summary report outlining the details of the project in this remote area and seeking Board approval for multiple items needed to complete project timely

7. Chair and Co-Chair Assignment – Voted Item

- a. Election for Chair & Co-Chair assignment for FY19

8. Next Scheduled JPA Board Meeting TBD

9. Items for Future Agenda

10. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before July 27, 2018 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

**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 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. **

Agenda Item: 5.a

**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)
GOVERNING BOARD
June 6, 2018
MINUTES**

The YECA Governing Board met on Wednesday, June 6, 2018 at the Yolo Emergency Communications Agency, 35, N Cottonwood Street, Woodland. Chair Gary Fredericksen called the meeting to order at 2:08 p.m.

PRESENT: Primary Board Members: Gary Fredericksen, Yocha Dehe Wintun Nation, Tom McDonald, City of West Sacramento, John Donlevy, City of Winters, Tom Lopez, Yolo County, Dena Humphrey, YECA Executive Director.

ABSENT: Luis Soler, City of Woodland

Entry No.2

Minute Order No. 2018-23: Public Comment

None

Entry No. 3

Announcements –

- a. Retirement Resolution presented by Chairperson Gary Fredericksen to Information Technology Manager Mike Bowler 18 years of service with YECA.
- b. UCD Fire contract for dispatch services to be implemented July 1st - Dena presented transition has been seamless with team effort from I.T Department & Operations. A special thanks to OPS Manager Leah Goodwin for arranging the UCD Tours for Dispatch.
- c. YECA's new website – demo – Billy Keen presented demo with preview of new website under construction. Dena commented she attended California Special District Association conference and Streamline builds websites that covers governmental transparency requirements

Entry No. 4

Minute Order No. 2018-24; Approval of Agenda

The Agenda approved as presented.

MOTION: Lopez SECOND: McDonald AYES: Donlevy, Fredericksen, McDonald, Lopez,

Entry No. 5

Minute Order No. 2018-25; Approval of Consent Agenda

- a. Approval of the Minutes from the April 4, 2018, Regular Meeting
- b. Operations Division Report – Leah Goodwin presented
-**Quarter 1 2018 Call statistics** – provided call processing time / Que for Law & Fire:
The JPA Board gave direction to provide Quarterly Call statistics encompassing various time stamps of the call process
- c. Current year Budget Status Update

The Consent Agenda approved as presented.

MOTION: Lopez SECOND: McDonald AYES: Donlevy, Fredericksen, McDonald, Lopez,

Entry No. 6

Minute Order No. 2018-26; Radio Update for Rumsey Canyon Area & Grey Fire Simulcast contingency to Green Fire – Informational Only – Charles Keasler presented

- a. Staff summary report outlining the details and status of radio projects

Entry No. 7 Minute Order No. 2018-27; Text-to-911 Information and Project Update – Informational Only - Dena Humphrey, Executive Director presented

- a. Staff Summary report outlining the details of the project and key dates. Operations Manager Leah Goodwin is spearheading the project.

Entry No. 8 Minute Order No. 2018-28; New MOU W/Yolo County Dispatchers Association (YCDA) & Non-Represented Compensation Packages – Voted Item - Approved

- a. Staff Summary for New 3-Year MOU with YCDA
- b. YECA & YCDA MOU Agreement [View attachment](#)
- c. New Non-Represented Compensation & Benefits Packages
- d. New Agency Salary Schedules
- e. New Agency Summary of Benefits

Executer Director Dena Humphrey commended Stephanie Taylor YCDA President on an excellent job in balancing the agreement in negotiations.

MOTION APPROVED: Lopez SECOND: McDonald AYES: Donlevy, Fredericksen, McDonald, Lopez,

Entry No. 9 Minute Order No. 2018-29; FY18/19 Budget Proposal Process – Voted Item - Approved

Executive Director Dena Humphrey Presented statement of cost, staffing, member agency allocations, CIP proposal for FY18/19.

- a. FY18/19 Proposed Budget
- b. FY18/19 Proposed CIP
- c. FY18/19 Proposed Position Table

Dena Humphrey Executive Director presented Surplus Fund Proposal:

Fiscal Year 2017 Surplus fund balance \$675K to be included in Budget proposal:

- *Use \$350k to offset FY18/19 Budget
- *Use \$235k to offset FY19/20 Budget
- *Use \$50k for equipment failures, reducing \$100k contingency account
- *Use \$40k to increase the General Reserve (Goal 20%)
 - Current balance \$760k, or 13% of the operating budget
 - Proposed balance \$800k, or 14% of the operating budget

COMMENT: Board Member John Donlevy asked that any surplus from fund balance to be directed to CALPERS pre-payment to reduce UAL balance.

MOTION APPROVED: Lopez SECOND: Donlevy AYES: Fredericksen, McDonald, Lopez, Donlevy,

Entry No. 10 July 4, 2018 JPA Board Meeting has been cancelled; Due to Holiday.

Next Scheduled JPA Board Meeting August 1, 2018

Entry No. 11

Items for Future Agenda

- a. Elections for Chair & Co-Chair Assignments for FY19
- b. Member agencies to name an Alternate for JPA Board Meetings by next Board Meeting August 1, 2018

Entry No. 12 Adjournment

Meeting Adjourned 3:35 p.m. / Minutes submitted by: Eloise Austin, Recording Secretary

STAFF REPORT

Agenda Item:

Date: August 1, 2018
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
From: Leah Goodwin, Operations Manager
Subject: May & June Combined Operations Division Report
Recommendation: No action required; information only.
Summary: Operations staff is currently engaged in the following:

Staffing:

1. Out of 39 funded operations positions:

Classification	Funded	Vacant
Supervisor	4	0
Dispatcher III	4	0
Dispatcher I/II	24	2
Dispatch Assistant	5	1
TOTAL	39	3



- a. Shawanda Peoples has begun training the Fire console May 29, 2018 (4th and final radio).
 - b. Brenda Bryant has completed training on the Fire console (3rd radio) and will begin training on the Yolo County Sheriff/Winters Police console August 22, 2018 (4th and final radio).
 - c. Rachael Nakasu has begun training on Yolo County Sheriff/Winters Police console June 6, 2018 (1st radio).
 - d. Bethany Grace has completed call taking training and is scheduled to begin training on the West Sacramento Police console August 7, 2018 (1st radio).
 - e. Jennie Wilson has begun training on the Woodland Police console June 5, 2018 (1st radio).
2. 4 new employees: Sarah Roccaforte, Bethany Eakin, Connie Kenton and Morgan Boston have completed the in-house academy and are beginning their call taking training.
 3. Re-hire; previous YECA Dispatcher Assistant Kim Faulk, has been re-hired and will begin re-training mid-August.
 4. Dispatcher Assistant Maria Bigham has resigned.

Statistical Information:

Monthly Phone Statistics:

	Jan	Feb	Mar	Apr	May	Jun	YTD
9-1-1	3,979	3,778	4,298	4,153	4,598	4,810	25,616
7-Digit Emergency	614	590	653	799	841	956	4,453
AMR	97	75	101	112	79	110	574
West Sacramento	3,847	3,490	4,033	3,737	4,148	3,827	23,082
Winters	266	301	295	307	382	391	1,942
Woodland	4,612	4,291	4,837	4,545	4,865	4,954	28,104
Yolo	5,093	4,816	4,818	5,047	5,205	5,437	30,416
Outgoing	5,639	5,455	5,694	5,398	5,974	6,117	34,277
TOTAL	24,147	22,796	24,729	24,098	26,092	26,602	148,464

Monthly CAD Events:

	Jan	Feb	Mar	Apr	May	Jun	YTD
West Sacramento							
TOTAL	5,915	5,344	5,690	5,592	5,850	6,032	34,423
Winters							
TOTAL	801	799	767	799	740	663	4,569
Woodland							
TOTAL	6,498	5,877	6,442	5,933	6,668	6,851	38,269
Yolo							
TOTAL	3,551	3,804	3,632	3,656	3,828	3,688	22,159
Yocha Dehe							
TOTAL	35	43	33	39	45	49	244
Arbuckle							
TOTAL	27	25	39	31	41	48	211
Outside Agency/non-geo validated							
TOTAL	43	85	12	61	44	64	309
GRAND TOTAL	16,870	15,977	16,615	16,111	17,216	17,395	100,184

Fire CAD Events:

	Jan	Feb	Mar	Apr	May	Jun	YTD
West Sacramento							
Fire	294	306	330	341	385	441	2,097
Medical	513	402	500	440	487	462	2,804
TOTAL	807	708	830	781	872	903	4,901
Winters							
Fire	51	78	53	76	50	54	362
Medical	27	13	39	35	32	31	177
TOTAL	78	91	92	111	82	85	539
Woodland							
Fire	322	350	339	346	443	400	2,200
Medical	422	324	390	343	374	370	2,223
TOTAL	744	674	729	689	817	770	4,423
Yolo							
Fire	350	880	649	660	661	478	3,678
Medical	77	75	116	68	77	77	490
TOTAL	427	955	765	728	738	555	4,168
Yocha Dehe							
Fire	4	14	9	12	17	19	75
Medical	31	29	24	27	28	30	169
TOTAL	35	43	33	39	45	49	244
Arbuckle							
Fire	13	12	20	16	26	35	122
Medical	14	13	19	15	15	13	89
TOTAL	27	25	39	31	41	48	211
ALL							
Fire	1,034	1,640	1,400	1,451	1,582	1,427	8,534
Medical	1,084	856	1,088	928	1,030	983	5,969
TOTAL	2,118	2,496	2,488	2,379	2,612	2,410	14,503

CLETS Inquires>Returns:

	Jan	Feb	Mar	Apr	May	Jun	YTD
Inquiries	37,154	33,930	32,686	32,134	33,637	36,052	135,904
Returns	60,046	54,836	52,825	51,933	54,362	58,265	332,267

Confidential Records Requests (Audio & CAD Print out):

Jan	Feb	Mar	Apr	May	Jun	YTD
196	62	113	110	115	111	707

After-Hours Records Entries:

	Jan	Feb	Mar	Apr	May	Jun	YTD
West Sacramento	337	325	307	288	296	269	1,822
Winters	44	40	21	26	55	22	208
Woodland	496	303	395	356	356	535	2,441
TOTAL	877	668	723	670	707	826	4,471

Projects:

1. Text to 9-1-1
 - a. Training begins 8/15/2018
2. EMD-QA Implementation
 - a. IOP Revisions
 - b. All PAI's (pre-arrival instructions) being reviewed + random reviews off all types to ensure equitable feedback.
3. IOP Review
4. Policy Manual Revisions/Re-format – LAW Manual complete.
5. Evacuation Plan
 - a. Utilizing existing resources; completed.
6. Records After-Hours Responsibilities Group
 - a. Records Group meeting scheduled for 8/22/2018 @ YSO.
7. Recruitment Plan
8. Advertising begins in August for the next scheduled February 2019 Academy.
9. 2018 In-Service Training Plan
 - a. 2018 Law In-Service Training scheduled
 - b. CTO (Communications Training Officer) completed
 - c. 2018 Pre-Fire season completed, Post-Fire season in development
 - d. EMD software upgrade approved, installation needed.
10. Mentoring Program
11. Radio Procedures Training
 - a. WSP training completed
12. UCD Fire Department Migration complete

Agenda Item: 5.c

YECA BUDGET MANAGEMENT SUMMARY

2017 / 2018 As of 7/24/18

	8% JUL-17	17% AUG-17	25% SEPT-17	33% OCT-17	42% NOV-17	50% DEC-17	58% JAN-18	67% FEB-18	75% MAR-18	83% APR-18	92% MAY-18	100% JUN-18
360 360-1 ADMINISTRATION												
Appropriations	\$ 2,383,473	\$ 2,383,473	\$ 2,383,473	\$ 2,383,473	\$ 2,383,473	\$ 2,383,473	\$ 2,383,473	\$ 2,383,473	\$ 2,383,473	\$ 2,383,473	\$ 2,383,473	\$ 2,383,473
Expenditures	\$ 101,557	\$ 242,728	\$ 316,144	\$ 427,128	\$ 818,920	\$ 893,046	\$ 1,003,820	\$ 1,163,459	\$ 1,303,754	\$ 1,486,862	\$ 1,789,703	\$ 2,158,729
Percent Expended	4%	10%	13%	18%	34%	37%	42%	49%	55%	62%	75%	91%
360 360-2 OPERATIONS - DISPATCH												
Appropriations	\$ 4,084,834	\$ 4,084,834	\$ 4,084,834	\$ 4,084,834	\$ 4,084,834	\$ 4,084,834	\$ 4,084,834	\$ 4,084,834	\$ 4,084,834	\$ 4,084,834	\$ 4,084,834	\$ 4,084,834
Expenditures	\$ 233,023	\$ 841,507	\$ 969,892	\$ 1,201,224	\$ 1,721,791	\$ 1,782,369	\$ 2,007,219	\$ 2,452,970	\$ 2,751,761	\$ 2,955,552	\$ 3,283,386	\$ 3,459,465
Percent Expended	6%	21%	24%	29%	42%	44%	49%	60%	67%	72%	80%	85%
TOTAL for all budget units - B/U 360-1 Administration; 360-2 Operations Dispatch;												
Appropriations	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307
Expenditures	\$ 334,580	\$ 1,084,235	\$ 1,286,036	\$ 1,628,351	\$ 2,540,711	\$ 2,675,414	\$ 3,011,039	\$ 3,616,428	\$ 4,055,515	\$ 4,442,414	\$ 5,073,089	\$ 5,618,193
Unencumbered	\$ 6,133,727	\$ 5,384,072	\$ 5,182,271	\$ 4,839,956	\$ 3,927,596	\$ 3,792,893	\$ 3,457,268	\$ 2,851,879	\$ 2,412,792	\$ 2,025,893	\$ 1,395,218	\$ 850,114
Percent Expended	5%	17%	20%	25%	39%	41%	47%	56%	63%	69%	78%	87%
Estimated Revenue	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307
Realized Revenue	\$ 493,207	\$ 2,251,232	\$ 2,313,871	\$ 2,785,654	\$ 2,813,681	\$ 3,959,884	\$ 3,959,884	\$ 4,011,207	\$ 4,995,529	\$ 4,372,462	\$ 5,471,472	\$ 6,527,795
Unrealized Revenue	\$ 5,975,100	\$ 4,217,075	\$ 4,154,436	\$ 3,682,653	\$ 3,654,626	\$ 2,508,423	\$ 2,508,423	\$ 2,457,100	\$ 1,472,778	\$ 2,095,845	\$ 996,835	\$ (59,488)
Percent Realized	8%	35%	36%	43%	43%	61%	61%	62%	77%	68%	85%	101%

STAFF REPORT

Agenda Item: 6.a

Date: August 1, 2018
To: YECA Governing Board
From: Dena Humphrey, Executive Director
Subject: Rumsey Canyon Radio Enhancement Project – Voted Item

Recommendation: To approve the acceptance of grant money provided by the Yocha Dehe Wintun Nation for the radio project in Rumsey Canyon and to approve the project as an emergency

Summary:

The JPA Board was updated on the recent Rumsey Canyon radio enhancement project in June that entails expanding radio coverage along Hwy 16 and neighboring hillsides that has been troublesome for many years. The area offers various public access with county recreational areas, hiking trails, and Cache Creek access.

The solution was to build a self-sustaining site with a small footprint aesthetically hidden from the public's view on Yolo County property. The budgetary cost for the project is \$170k. Improvement of the current communications would immediately benefit Yocha Dehe Fire, Capay Valley Fire, Esparto Fire, Williams Fire, Yolo County Sheriff, Colusa County Sheriff, Yolo County Parks and Public Works Department.

Most recently, the Yocha Dehe Wintun Tribal Council approved funding for this project. Given the nature of the recent fires in Yolo County and the need for communications along Hwy 16, the Agency is requesting for the project to be deemed as an emergency and to approve Delta Wireless, our Radio/Microwave Maintenance provider to design, facilitate, and construct the project.

YECA has coordinated with Yolo County Community Services (formerly Planning & Public Works) for permitting, Yolo County General Services-Parks, and County Counsel for legal review of the project, and the Yocha Dehe Cultural Resources Department for a review of the site.

The proposed actions are being requested for approval:

- A. The Agency is requesting approval from the JPA Board to accept \$170k, in grant funding from Yocha Dehe Wintun Nation.
- B. The Agency is requesting the Board to waive the competitive process for an emergency situation to expedite the project.
- C. The Agency is requesting the Board to delegate signing authority to the Executive Director to execute all agreements needed to complete the project i.e., grant acceptance and the Delta Wireless agreement for \$170k.