

**AGENDA**  
**REGULAR MEETING YECA**  
**GOVERNING BOARD**  
**Wednesday, September 4, 2024**  
**2:00 P.M. Public Session**

**Yolo Emergency Communications Agency, 35 N. Cottonwood St, Woodland, CA 95695**

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**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**

**4. Public Comment**

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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.

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**5. Consent Agenda**

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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.

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- a. Approval of the Minutes from the August 7, 2024, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update

**6. YECA Dispatch Remodel Project with Costs and Timelines – Voted Item**

- a. YECA Dispatch Room remodel summary

**7. Closed Session**

Conference with Labor Negotiator (CG54957.6)

Agency Representative: Dena Humphrey, Executive Director

Gregory Ramirez, IEDA Labor Consultant

Employee Organization: Yolo Communications Dispatchers Association (YCDA) & Non-Representative

**8. Yolo County Dispatchers Association (YCDA) Amendment Extension for One (1) Year with New Expiring Term of June 30, 2026 with Compensational Increases & Compensated Time Off (CTO) Temporary Annual Accrual Increase Side Letters & Non-Represented Dispatcher Supervisory Group – Voted Item**

- a. Staff summary explaining extension terms dates and compensation enhancements
- b. Proposed MOU Side Letter – 2024 MOU Extension & Salary Table
- c. Proposed MOU Side Letter – 2024 MOU CTO Temp Annual Accrual Increase
- d. Proposed YECA FY24/25 & FY25/26 Agency Salary Table
- e. Proposed YECA FY24/25 Authorized Position Resolution

**9. Next Scheduled JPA Board Meeting Date October 2, 2024**

**10. Items for Future Meeting Agenda**

- a. Elections for new fiscal year Chair & Co-Chair

**11. Adjournment**

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/ or before August 29, 2024 on the bulletin board outside of the Yolo County, Erwin Meier Administration Center, 625 Court St., Woodland, California and on the agency website:

  
\_\_\_\_\_  
Dena Humphrey, Executive Director

If you are a person with a disability and you need disability related accommodations to attend the meeting, please contact Tianna Dumas at (530) 666-8900 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**

**August 7, 2024**

**10:00 A.M.**

**Minutes**

The YECA Governing Board met on Wednesday August 7, 2024 at Yolo Emergency Communications Agency 35 N Cottonwood – Conference Room, Woodland. Board Chair Binns called the meeting to order at 10:03am.

**PRESENT: Primary Board Members:** Dena Humphrey, YECA Executive Director, Kim McKinney, City of Woodland, John Miller, City of Winters, Shawn Kinney, Yocha Dehe Wintun Nation, Steve Binns, City of West Sacramento, Tom Lopez, Yolo County

**Entry No. 2**

**Minute Order No. 2024-16**

**Approval of the Agenda - [Approved](#)**

**MOTION: Miller SECOND: Kinney AYES: Binns, Kinney, Miller, McKinney, Lopez**

**Entry No. 3**

**Announcements- None**

**Entry No. 4**

**Public Comment – None**

**Entry No. 5**

**Minute Order No. 2024-17**

**Approval of Consent Agenda – [Approved](#)**

- a. Approval of the Minutes from the April 3, 2024, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 2024 1<sup>st</sup> & 2<sup>nd</sup> Quarterly Law & Fire Dispatch to Que Call Stats

**MOTION: McKinney SECOND: Miller AYES: Binns, Kinney, Miller, McKinney, Lopez**

**\*Lopez abstaining from item 5a. Minutes April 3, 2024 as he was absent**

**Entry No. 6**

**Old Business**

- a. YECA Dispatch Room Remodel Update

ED Humphrey shared a status update on the remodel project. The agency is currently working on the third bid with GSD, 21 people attended and the bid protest end date is August 23<sup>rd</sup> with more concrete numbers to follow after that date. Engineering cost estimate assessment completed for \$4.2k, anticipated costs for the remodel are \$400K, \$200K over the initial estimate two years ago. ED Humphrey asked Board Member Kinney if Community Grant funding is still an option to offset the difference in costs. Board Member Kinney advised to make an appointment and re-submit the grant application.

**MOTION: McKinney SECOND: Kinney AYES: Binns, Kinney, Miller, McKinney, Lopez**

**Entry No. 7**

**Closed Session – Out of Session: 10:08am**

Conference with Labor Negotiator (CG54957.6)

Agency Representative: Dena Humphrey, Executive Director  
Gregory Ramirez, IEDA Labor Consultant  
Employee Organization: Yolo Communications Dispatchers Association (YCDA)

**Back in Session: 11:42am – Reportable Action** – Direction given to staff

**Entry No. 8**

**Minute Order No. 2024-18**

**Operations Manager Position Reinstatement for Current Fiscal Year 24/25– [Approved](#)**

- a. Board summary addressing managing duties and responsibilities for operations and request to reinstate the Operations Manager position
- b. Proposed YECA Organization Chart
- c. Proposed YECA FY24/25 Authorized Position Resolution
- d. Operations Manager Job Description

ED Humphrey presented succession plan with the goal over the next three years for the Operations Manager to have a better understanding of the administrative side of running a communications center, assuming more of the responsibilities of the Deputy Director with more tasks delegated to the Operations Manager position.

**MOTION: Lopez SECOND: Kinney AYES: Binns, Kinney, Miller, McKinney, Lopez**

**Entry No. 9**

**Next Scheduled JPA Board Meeting Date:** September 4, 2024

**Entry No. 10**

**Items for Future Meeting Agenda – None**

**Entry No. 11**

**Meeting Adjourned at 11:50am**

**Minutes submitted by Tianna Dumas**

## STAFF REPORT

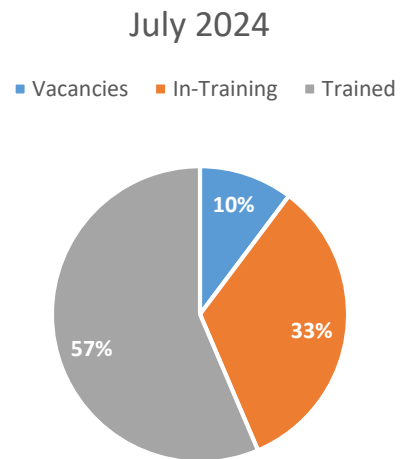
**Agenda Item: 5.b**

**Date:** September 4, 2024  
**To:** YECA Governing Board  
**Thru:** Dena Humphrey, Executive Director  
**From:** Vanesa Hoyt, Operations Manager  
**Subject:** July 2024 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	Filled	Funded	Vacant
Operations Manager	1	1	0
Dispatch Supervisor	4	4	0
Dispatcher III	3	4	1
Dispatcher I/II	26	26	0
Dispatch Assistant	1	4	3
<b>TOTAL</b>	<b>35</b>	<b>39</b>	<b>4</b>



- a. Hollie Kiser has completed training on the YSO/WNP radio (1<sup>st</sup> console).
- b. Ledina Barrientes has completed training on the YSO/WNP radio (3<sup>rd</sup> console).
- c. Meghan Heald has completed training on the Fire radio (2<sup>nd</sup> console) and has begun training on the WDP radio (3<sup>rd</sup> console).
- d. Toni Hogan has completed training on the WDP radio (2<sup>nd</sup> console) and has begun training on the WSP radio (3<sup>rd</sup> console).
- e. Benicia Lammon has completed training on the WDP radio (1<sup>st</sup> console) and has begun training on the WSP radio (2<sup>nd</sup> console).
- f. Madison Burgess has completed training on the Fire radio (1<sup>st</sup> console).
- g. New dispatchers Shelbee Hudson, Tayra Eidenbenz, and Brianna Gunter have completed the in-house academy and started the call-taking phase of their training.
- h. New dispatchers Makayla Brooks, Monique Gomez, and Mackenzie Daniels are starting their training in the in-house academy.

2. Vanesa Hoyt has been promoted to Operations Manager.

**Statistical Information:**

Monthly Phone Statistics:

	Jan	Feb	Mar	Apr	May	Jun	Jul	YTD
<b>9-1-1</b>	4,450	4,477	4,744	4,984	5,751	5,600	5,855	35,861
<b>7-Digit Emergency</b>	1,004	941	875	900	1,036	1,140	1,166	7,062
<b>AMR</b>	93	92	63	96	119	92	92	647
<b>West Sacramento</b>	3,167	3,497	3,338	3,613	3,753	3,644	3,806	24,818
<b>Winters</b>	244	230	245	244	299	250	363	1,875
<b>Woodland</b>	3,704	3,492	3,565	3,686	4,215	3,658	4,044	26,364
<b>Yolo</b>	4,617	4,740	4,835	5,022	4,938	4,754	5,031	33,937
<b>Outgoing</b>	4,983	4,935	4,742	5,276	5,293	5,054	5,458	35,741
<b>TOTAL</b>	<b>22,262</b>	<b>22,404</b>	<b>22,407</b>	<b>23,821</b>	<b>25,404</b>	<b>24,192</b>	<b>25,815</b>	<b>166,305</b>

Monthly CAD Events:

	Jan	Feb	Mar	Apr	May	Jun	Jul	YTD
<b>West Sacramento</b>								
Law	4,369	4,365	4,634	4,713	5,038	5,027	5,167	33,313
Fire	430	400	428	383	469	465	470	3,045
Medical	637	576	559	579	672	620	665	4,308
Animal Control	185	185	206	214	213	214	192	1,409
Public Works/Support	31	58	29	30	27	45	51	271
<b>TOTAL</b>	<b>5,652</b>	<b>5,584</b>	<b>5,856</b>	<b>5,919</b>	<b>6,419</b>	<b>6,371</b>	<b>6,545</b>	<b>42,346</b>
<b>Winters</b>								
Law	363	405	387	428	508	559	622	3,272
Fire	52	74	61	84	67	57	66	461
Medical	50	60	50	64	39	63	60	386
Animal Control	11	18	24	18	28	27	24	150
Public Works/Support	9	11	4	4	6	3	11	48
<b>TOTAL</b>	<b>485</b>	<b>568</b>	<b>526</b>	<b>598</b>	<b>648</b>	<b>709</b>	<b>783</b>	<b>4,317</b>

<b>Woodland</b>								
Law	4,497	4,183	4,612	4,614	5,037	4,508	5,005	32,456
Fire	265	272	258	282	312	353	387	2,129
Medical	525	487	443	513	553	484	502	3,507
Animal Control	200	166	188	226	192	227	220	1,419
Public Works/Support	68	184	54	61	61	67	62	557
<b>TOTAL</b>	<b>5,555</b>	<b>5,292</b>	<b>5,555</b>	<b>5,696</b>	<b>6,155</b>	<b>5,639</b>	<b>6,176</b>	<b>40,068</b>
<b>YSO</b>								
Law	3,096	3,022	2,975	2,794	2,994	2,881	2,934	20,696
Fire	430	478	626	691	487	404	368	3,484
Medical	100	80	105	103	102	111	91	692
Animal Control	280	261	240	276	284	267	344	1,952
Public Works/Support	781	755	711	736	772	818	813	5,386
<b>TOTAL</b>	<b>4,687</b>	<b>4,596</b>	<b>4,657</b>	<b>4,600</b>	<b>4,639</b>	<b>4,481</b>	<b>4,550</b>	<b>32,210</b>
<b>Yocha Dehe</b>								
Fire	10	9	8	9	9	17	18	80
Medical	18	19	30	24	29	23	29	172
<b>TOTAL</b>	<b>28</b>	<b>28</b>	<b>38</b>	<b>33</b>	<b>38</b>	<b>40</b>	<b>47</b>	<b>252</b>
<b>Arbuckle</b>								
Fire	23	14	13	18	15	23	15	121
Medical	22	23	24	20	21	15	17	142
<b>TOTAL</b>	<b>45</b>	<b>37</b>	<b>37</b>	<b>38</b>	<b>36</b>	<b>38</b>	<b>32</b>	<b>263</b>
<b>UCD/DFD</b>								
Fire	76	86	100	111	99	141	112	725
Medical	58	61	40	75	68	43	29	374
<b>TOTAL</b>	<b>134</b>	<b>147</b>	<b>140</b>	<b>186</b>	<b>167</b>	<b>184</b>	<b>141</b>	<b>1,099</b>
<b>GRAND TOTAL</b>	<b>16,586</b>	<b>16,252</b>	<b>16,809</b>	<b>17,070</b>	<b>18,102</b>	<b>17,462</b>	<b>18,274</b>	<b>120,555</b>

CLETS Inquiries/Returns:

	Jan	Feb	Mar	Apr	May	Jun	Jul	YTD
Inquiries	10,065	9,290	10,492	9,200	10,492	10,231	11,020	<b>70,790</b>
Returns	52,233	48,451	56,259	48,663	56,259	53,534	57,281	<b>372,680</b>

Confidential Records Requests (Audio & CAD Print out):

Jan	Feb	Mar	Apr	May	Jun	Jul	YTD
16	15	14	22	33	20	15	<b>135</b>

After-Hours Records Entries:

	Jan	Feb	Mar	Apr	May	Jun	Jul	YTD
West Sacramento	280	271	282	267	277	322	251	1,950
Winters	0	0	0	0	0	0	0	0
Woodland	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>280</b>	<b>271</b>	<b>282</b>	<b>267</b>	<b>277</b>	<b>322</b>	<b>251</b>	<b>1,950</b>

Text to 9-1-1:

	Jan	Feb	Mar	Apr	May	Jun	Jul	YTD
<b>TOTAL</b>	<b>9</b>	<b>11</b>	<b>10</b>	<b>7</b>	<b>7</b>	<b>12</b>	<b>7</b>	<b>63</b>

IROC (Fire- Interagency Resource Ordering Capability):

	Jan	Feb	Mar	Apr	May	Jun	Jul	YTD
IROC Fill Orders	0	0	0	0	0	5	22	<b>27</b>
IROC Updates	0	0	0	0	4	1	2	<b>7</b>

9-1-1 Answering Times:

*In busiest hour; 90% off all 9-1-1 calls shall be answered within 15 seconds, 95% of all 9-1-1 calls should be answered within 20 seconds*

Month & (Busiest Hour)	Jan (1700)	Feb (1800)	Mar (1500)	Apr (1600)	May (1900)	Jun (1200)	Jul (2100)	YTD
0-10 seconds	95.76%	96.30%	97.47%	93.40%	96.56%	95.28%	95.53%	<b>95.76%</b>
0-15 seconds	98.94%	99.38%	99.28%	97.80%	98.94%	98.61%	97.77%	<b>98.67%</b>
0-20 seconds	99.65%	99.69%	99.28	99.06%	99.74%	99.72%	99.44%	<b>99.49%</b>



## Projects:

1. Leadership Development Training
  - a. Operations Manager training for Vanesa Hoyt
  - b. Leadership pilot program
2. EMD-QA
  - a. Operations Manager Hoyt provides weekly feedback for all cardiac events and calls, including PAIs, focusing on case review and compliance.
  - b. Monthly Cardiac Events entered in Yolo County Cardiac Arrest CQI
3. Disaster Recovery Plan
  - a. Regular training sessions for staff on effective evacuation procedures
  - b. Cases are used in tactical dispatch events and call out requests
4. Recruitment
  - a. Recruitment for the October academy is complete, and the in-house academy has been postponed until the next recruitment cycle.
5. Succession Planning
6. 2024 In-Service Training Plan
  - a. Radio Academy (January, April, October)
  - b. ProQA Refresher Training (January / TBD)
  - c. Fire Season Training (May-July)
  - d. IROC Refresher Training (May-June)
7. CalOES GIS Pilot Project
8. NG9-1-1 Equipment Installations
  - a. YECA is in Phase 2 (CalOES changed from phase 5 to 2 10/20/2021)
  - b. CPE Software Upgrade completed 4/13/2021
  - c. Atos Equipment installation completed 11/15/2021
  - d. Migration from Comtech Text to 9-1-1 to Rapid Deploy Radius completed 02/23/2022
  - e. CALOES Tiger Team completed PSAP readiness testing 08/23/2023
  - f. Tentative NG 911 installation in September 2024
  - g. YECA staff in selection stage of Cloud-based CPE
9. Applicant Tracking System
10. Onboarding Implementation
11. Headset Replacement
12. Employee Evaluation Model
13. Dispatch Remodel
14. Employee Wellness Program
15. Multi-Discipline Protocol Review
16. Active Assailant Protocol implementation
17. Schedule Program
18. Artificial Intelligence for non-emergency calls

Agenda Item: 5.c

## YECA BUDGET MANAGEMENT SUMMARY

2024 / 2025 As of 8/21/2024

B/U	8% JUL-24	17% AUG-24	25% SEPT-24	33% OCT-24	42% NOV-24	50% DEC-24	58% JAN-25	67% FEB-25	75% MAR-25	83% APR-25	92% MAY-25	100% JUN-25
<b>30 ADMINISTRATION</b>	Appropriations	\$ 2,139,226	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109
	Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Expenditures	\$ 191,849	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Unencumbered	\$ 1,947,378	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 1,339,224	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109
	Percent Expended	9%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>40 OPERATIONS - DISPATCH</b>	Appropriations	\$ 4,937,697	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703
	Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Expenditures	\$ 611,437	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Unencumbered	\$ 4,326,260	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703
	Percent Expended	12%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>50 INFORMATION TECHNOLOGY</b>	Appropriations	\$ 761,300	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800
	Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Expenditures	\$ 85,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Unencumbered	\$ 675,750	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800
	Percent Expended	11%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL Appropriations</b>	Appropriations	\$ 7,838,223	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612
	Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Expenditures	\$ 888,836	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Unencumbered	\$ 6,949,387	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612
	Percent Expended	11%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL Estimated Revenue</b>	Appropriations	\$ 7,838,223	\$ 7,838,223	\$ 7,838,223	\$ 7,838,223	\$ 7,838,223	\$ 7,838,223	\$ 7,838,223	\$ 7,838,223	\$ 7,838,223	\$ 7,838,223	\$ 7,838,223
	Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Expenditures	\$ 4,154,559	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000
	Unencumbered	\$ 3,683,664	\$ 7,463,223	\$ 7,463,223	\$ 7,463,223	\$ 7,463,223	\$ 7,463,223	\$ 7,463,223	\$ 7,463,223	\$ 7,463,223	\$ 7,463,223	\$ 7,463,223
	Percent Realized	53%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%

## STAFF REPORT

**Agenda Item:** 6.a

**Date:** September 4, 2024

**To:** YECA Governing Board

**From:** Dena Humphrey, Executive Director

**Subject:** FY24/25 Funding Approvals for Dispatch Room Upgrade - Voted Item

**Recommendation:** To approve funding for room upgrades to the Dispatch Center in order to match FY24/25 CIP approvals for the procurement of Dispatch console furniture

### **Summary:**

On August 2, 2023, the YECA Board approved funding towards the Dispatch Room Upgrade project for an estimated project cost of \$195k, including a 20% retainer. The complete upgrade for the dispatch room includes e.g., furniture, flooring, walls, lighting, ceiling, and proper ducting to balance air flow in the room.

The Board approved FY25 Budget that included the purchase of dispatch console furniture. The amount for the furniture was \$260k and approved on the FY24 CIP. The continued need to prioritize this project is apparent due to the age of the console furniture 20+ years and the replacement parts to function the desk are no longer available. The funding for the furniture comes directly from the Capital/Projects Fund. Given the complexity and 24/7 continuous operations it is necessary to address the upgrade, while planning for the furniture replacement.

Over the last year, the agency has been working with Yolo County General Services Department (GSD) on the solicitation of bids for the project. GSD has held three separate solicitations for public bids. Due to contractor availability and costs that have doubled over the last couple of years, the first two solicitations were unsuccessful with the highest bid coming in at \$546k. The third solicitation brought in bids from \$324k-\$487k. Broward Builders was the lowest responsive and responsible bidder at a cost of \$324,510, a local reputable contractor in Yolo County.

### Costs & Funding:

The new cost of \$324,510 with a 15% contingency would bring contractor costs to \$373k. Additional funding is required for the transferring of radio consoles with YECA's radio vendor to the temporary location of estimated \$20k. In addition, there will be some costs associated for GSD personnel for time spent for the bid solicitations and project management bringing this project to an estimated \$400k.

To fund this project, YECA proposes to use \$200k, from the set-aside grant match and the use of \$200k in surplus funds from FY23/24. This would provide the \$400k to fund the project. The agency would also continue to seek grant opportunities. The agency is requesting approval from the YECA Board to continue this project.

### Timelines:

With the YECA Board's approval, the construction contract would move to the Yolo County Board of Supervisors September 10, 2024 for approval, as the building owner. The construction contract holds the timeline of 60 days for demo and construction. Once construction is complete, the furniture installer would need approximately 2-3 weeks. The agency is targeting the completion of the remodel project for mid-December.

## STAFF REPORT

**Agenda Item:** 8.a

**Date:** September 4, 2024

**To:** YECA Governing Board

**From:** Dena Humphrey, Executive Director

**Subject:** YECA & YCDA Side-Letter Amending MOU between YECA & YCDA July 1, 2022- June 30, 2025, extending original term end date for one (1) year to June 30, 2026 & Dispatcher Supervisory Group (Non-Represented) included on financial enhancement package – Voted Item

**Recommendation:** Approve side-letters amending MOU end term date for one (1) year with compensation increases until June 30, 2026 for YCDA Members & Dispatcher Supervisory Group (Non-Represented) and provide temporary increase in compensation time off (CTO) accrual hours to YCDA members.

### **Summary:**

The current YCDA MOU is set to expire June 30, 2025. YECA and YCDA completed negotiations for the current MOU, back on April 6, 2022. At the time of bargaining, a compensation survey revealed a 14% out of market in late 2021. Both sides negotiated for a 12% increase over the three (3) year agreement.

Since then, the world economy went into an inflationary market with the costs of living rising above the typical 2-3% in prior years. All of the good work towards compensation increases negotiated in the current 2022-2025 contract were lost, as the cost of living outpaced the negotiated increases.

Another factor that affected our compensation market standing with other peer agencies, who had expired (open) contracts during this time, were able to make immediate adjustments to account for the rapid rise in the cost of living, because they were still in negotiations. Whereas, YECA was in a closed contract and this ultimately also affected our compensation market standing.

Taking into account current market and industry markers for compensation and competitiveness, the following side letter addresses a new salary table providing financial enhancements with a one (1) year extension expiring term of June 30, 2026.

The following increases in varying steps of the current pay scale for YCDA members in the classes of Dispatch Assistant (steps 1-6), Dispatcher Recruit (steps 1-3), Dispatcher I (steps 4-5), Dispatcher II (steps 6-10), and Dispatcher III (steps 1-3):

- Oct 2024 3% - 12%
- Jan 2025 3% - 8%
- Jul 2025 0% - 2%

The Dispatcher Supervisory group resides outside YCDA and is non-represented. Due to the compensation compaction between classifications, the same compensational increases were included with this group and included in full costs. The following compensation increases for Dispatcher Supervisory (steps 1-3):

- Oct 2024 - 12%
- Jan 2025 - 8%
- Jul 2025 - 2%

The total costs for the compensation package for the two increases for all YCDA members and the Dispatcher Supervisory Group (Non-represented) for the two increases for Oct 2024 and Jan 2025 was an estimated \$256k for FY24/25.

To fund current year increases for FY24/25, the agency will freeze three (3) FTE Dispatcher Assistant positions for a savings of \$250k. This will provide the necessary offset and would have no fiscal impact to the approved FY24/25 Budget.

#### CTO Side-Letter for Temporary Annual Increase

This side-letter presented to the YECA Board for consideration as a side-letter would temporarily increase the annual cap of accrual for CTO hours from 60-hours to 80-hours. This temporary increase would coincide with the presented MOU extension with an end term date of June 30, 2026.

This would provide YCDA members the temporary ability to earn 80-hours within one fiscal year with a cap not exceed 120-hours at any given time. This side-letter also provides the ability to accrue up to 120-hours when planning any protected leaves.

**Agenda Item: 8.b**

I. Parties

The Parties to this Side Letter of Agreement (herein after “Side Letter”) are the Yolo Emergency Communications Agency (hereinafter referred to as “Agency” or “Employer”) and the Yolo County Dispatchers’ Association (herein after referred to as “Association”).

II. Background

The Parties are the signatories to a 2022-2025 Memorandum of Understanding and Side Letters (herein after collectively referred to as “MOU”) setting forth terms and conditions of employment for certain Agency employees within what is commonly referred to as the “Dispatchers’ Unit” (herein after referred to as “Dispatchers”). The terms set forth below amend the existing MOU.

The Agency and the Association have met and conferred and have agreed to amend and modify the existing MOU terms as set forth below, hereby agreeing as follows:

III. MOU Amendment

A. For Purposes of the MOU amendments set forth below, language that is overstruck (e.g., overstruck) will be omitted from the MOU. Language that is *italicized* and **boldfaced** will be added to the MOU as indicated. The existing MOU will in all other respects remain in effect without change through the new term specified below.

B. Article 12.2 Base Wage Rates, of the MOU is hereby amended to read as follows:

Base wage rates of covered classifications in effect on the day before this MOU takes effect will remain unchanged except as provided in this MOU. Base wage rates for all classifications effective July ~~1~~, 2022, January ~~1~~, 2023, January ~~1~~, 2024, ***October 2024***,~~and~~ January ~~1~~, 2025, ***and July 1, 2025***, respectively, are listed in Appendix A.

C. Article 23. Term, of the MOU is hereby amended to read as follows:

This Memorandum of Understanding will be in full force and effect from July 1, 2022 through June 30, ~~2025~~**2026**. Either party may reopen this Memorandum of Understanding by notice to the other party ***no earlier than October of the preceding calendar year and*** no later than sixty (60) days prior to the expiration date of the MOU.

D. Appendix A, of the MOU is hereby amended to: 1) add a new salary schedule effective the first full pay period falling on October 1, 2024, 2) amend and supersede the existing salary schedule effective the first full pay period falling on or after January 1, 2025, 3) amend and supersede the existing salary schedule effective the first full pay period falling on or after July 1, 2025, as follows:

[continued on next page]

*Effective the first day of the first full  
pay period that includes October 1, 2024*

***DISPATCH ASSISTANT CLASSIFICATION:***

<i>Step No.</i>	<i>Base Hourly Wage Rate</i>
<i>1</i>	<i>\$24.00</i>
<i>2</i>	<i>\$24.70</i>
<i>3</i>	<i>\$26.22</i>
<i>4</i>	<i>\$27.80</i>
<i>5</i>	<i>\$28.92</i>
<i>6</i>	<i>\$30.65</i>

***DISPATCHER RECRUIT CLASSIFICATION:***

<i>Step No.</i>	<i>Base Hourly Wage Rate</i>
<i>1</i>	<i>\$24.00</i>
<i>2</i>	<i>\$24.70</i>
<i>3</i>	<i>\$26.22</i>

***DISPATCHER I CLASSIFICATION:***

<i>Step No.</i>	<i>Base Hourly Wage Rate</i>
<i>4</i>	<i>\$27.80</i>
<i>5</i>	<i>\$28.92</i>

***DISPATCHER II CLASSIFICATION:***

<i>Step No.</i>	<i>Base Hourly Wage Rate</i>
<i>6</i>	<i>\$35.30</i>
<i>7</i>	<i>\$36.56</i>
<i>8</i>	<i>\$37.82</i>
<i>9</i>	<i>\$39.09</i>
<i>10</i>	<i>\$40.34</i>

***DISPATCHER III CLASSIFICATION:***

<i>Step No.</i>	<i>Base Hourly Wage Rate</i>
<i>1</i>	<i>\$42.37</i>
<i>2</i>	<i>\$43.21</i>
<i>3</i>	<i>\$44.07</i>

*Effective the first day of the first full  
pay period falling on or after January 1, 2025*

***DISPATCH ASSISTANT CLASSIFICATION:***

<i>Step No.</i>	<i>Base Hourly Wage Rate</i>
<i>1</i>	<i>\$24.72</i>
<i>2</i>	<i>\$25.44</i>
<i>3</i>	<i>\$27.27</i>
<i>4</i>	<i>\$29.19</i>
<i>5</i>	<i>\$30.65</i>
<i>6</i>	<i>\$33.10</i>

***DISPATCHER RECRUIT CLASSIFICATION:***

<i>Step No.</i>	<i>Base Hourly Wage Rate</i>
<i>1</i>	<i>\$24.72</i>
<i>2</i>	<i>\$25.44</i>
<i>3</i>	<i>\$27.27</i>

***DISPATCHER I CLASSIFICATION:***

<i>Step No.</i>	<i>Base Hourly Wage Rate</i>
<i>4</i>	<i>\$29.19</i>
<i>5</i>	<i>\$30.65</i>

***DISPATCHER II CLASSIFICATION:***

<i>Step No.</i>	<i>Base Hourly Wage Rate</i>
<i>6</i>	<i>\$38.13</i>
<i>7</i>	<i>\$39.48</i>
<i>8</i>	<i>\$40.85</i>
<i>9</i>	<i>\$42.22</i>
<i>10</i>	<i>\$43.57</i>

***DISPATCHER III CLASSIFICATION:***

<i>Step No.</i>	<i>Base Hourly Wage Rate</i>
<i>1</i>	<i>\$45.76</i>
<i>2</i>	<i>\$46.67</i>
<i>3</i>	<i>\$47.60</i>



*Effective the first day of the first full  
pay period falling on or after July 1, 2025*

**DISPATCH ASSISTANT CLASSIFICATION:**

<i>Step No.</i>	<i>Base Hourly Wage Rate</i>
<i>1</i>	<i>\$24.72</i>
<i>2</i>	<i>\$25.44</i>
<i>3</i>	<i>\$27.27</i>
<i>4</i>	<i>\$29.19</i>
<i>5</i>	<i>\$30.65</i>
<i>6</i>	<i>\$33.76</i>

**DISPATCHER RECRUIT CLASSIFICATION:**

<i>Step No.</i>	<i>Base Hourly Wage Rate</i>
<i>1</i>	<i>\$24.72</i>
<i>2</i>	<i>\$25.44</i>
<i>3</i>	<i>\$27.27</i>

**DISPATCHER I CLASSIFICATION:**

<i>Step No.</i>	<i>Base Hourly Wage Rate</i>
<i>4</i>	<i>\$29.19</i>
<i>5</i>	<i>\$30.65</i>

**DISPATCHER II CLASSIFICATION:**

<i>Step No.</i>	<i>Base Hourly Wage Rate</i>
<i>6</i>	<i>\$38.89</i>
<i>7</i>	<i>\$40.27</i>
<i>8</i>	<i>\$41.67</i>
<i>9</i>	<i>\$43.06</i>
<i>10</i>	<i>\$44.44</i>

**DISPATCHER III CLASSIFICATION:**

<i>Step No.</i>	<i>Base Hourly Wage Rate</i>
<i>1</i>	<i>\$46.67</i>
<i>2</i>	<i>\$47.60</i>
<i>3</i>	<i>\$48.55</i>

IV. General Provisions

- A. The amendments made herein will be effective upon this Side Letter being approved and adopted by the Yolo Emergency Communications Agency Board.
- B. The written terms herein embody the entire Side Letter of Agreement between the Parties.
- C. This Side Letter of Agreement will expire concurrent with the MOU contract term as amended herein subject to the parties obligations as outlined in the MOU and under the Meyers-Milias-Brown-Act to meet-and-confer over a successor agreement.

In witness hereof, this Side Letter of Agreement was ratified and adopted by a vote of the Yolo County Dispatchers' Association membership on \_\_\_\_\_, 2024.

In witness hereof, this Side Letter of Agreement was ratified and adopted by a vote of the Yolo Emergency Communications Agency Board on \_\_\_\_\_, 2024.

YOLO COUNTY DISPATCHERS  
ASSOCIATION

YOLO EMERGENCY  
COMMUNICATIONS AGENCY

\_\_\_\_\_  
Stephanie Taylor, President

\_\_\_\_\_  
Dena Humphrey, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kristina Wicker-Estes, Labor Consultant

\_\_\_\_\_  
Gregory Ramirez, Labor Consultant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Agenda Item: 8.c

### I. Parties

The Parties to this Side Letter of Agreement (herein after “Side Letter”) are the Yolo Emergency Communications Agency (hereinafter referred to as “Agency” or “Employer”) and the Yolo County Dispatchers’ Association (herein after referred to as “Association”).

### II. Background

The Parties are the signatories to a 2022-2025 Memorandum of Understanding and Side Letters (herein after collectively referred to as “MOU”) setting forth terms and conditions of employment for certain Agency employees within what is commonly referred to as the “Dispatchers’ Unit” (herein after referred to as “Dispatchers”). The terms set forth below amend the existing MOU.

The Agency and the Association have met and conferred and have agreed to amend and modify the existing MOU terms as set forth below, hereby agreeing as follows:

### III. MOU Amendment

- A. For Purposes of the MOU amendments set forth below, language that is overstruck (e.g., overstruck) will be omitted from the MOU. Language that is *italicized* and **boldfaced** will be added to the MOU as indicated. The existing MOU will in all other respects remain in effect without change through the new term specified below.
- B. Sub-section 5.3.3 Accrual Cap of the MOU is amended to read as follows:

#### 5.3.3 Accrual Cap

~~Effective upon Board adoption of this 2018-21Memorandum of Understanding, the~~ *The* accumulation of ***Compensatory Time Off (“CTO”)*** in any single fiscal year will be limited to a maximum of sixty (60) hours.

***Effective September 22, 2024, the accumulation of CTO in FY2024-2025 and FY2025-2026 will be limited to a maximum of eighty (80) hours.***

***In cases where an employee has planned, protected leave (i.e., FMLA/CFRA) that will occur, the maximum accumulation of CTO in any single fiscal year will be increased to one hundred twenty (120) hours.***

Employees may carry over their unused CTO hours from fiscal year to fiscal year. However, at no time may the employee receive CTO in lieu of overtime pay that would

cause the employee's accumulated CTO balance to exceed one hundred twenty (*120*) hours(~~120~~).

...

IV. General Provisions

- A. The amendments made herein will be effective upon this Side Letter being approved and adopted by the Yolo Emergency Communications Agency Board.
- B. The written terms herein embody the entire Side Letter of Agreement between the Parties.
- C. It is the intent of the parties that the changes made herein be incorporated into the existing MOU and subject to the parties obligations as outlined in the MOU and under the Meyers-Milius-Brown-Act to meet-and-confer over a successor agreement.

In witness hereof, this Side Letter of Agreement was ratified and adopted by a vote of the Yolo County Dispatchers' Association membership on \_\_\_\_\_, 2024.

In witness hereof, this Side Letter of Agreement was ratified and adopted by a vote of the Yolo Emergency Communications Agency Board on \_\_\_\_\_, 2024.

YOLO COUNTY DISPATCHERS  
ASSOCIATION

YOLO EMERGENCY  
COMMUNICATIONS AGENCY

\_\_\_\_\_  
Stephanie Taylor, President

\_\_\_\_\_  
Dena Humphrey, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kristina Wicker-Estes, Labor Consultant

\_\_\_\_\_  
Gregory Ramirez, Labor Consultant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**STAFF REPORT**

**Agenda Item: 8.d**

**Date:** September 4, 2024

**To:** YECA Governing Board

**From:** Dena Humphrey, Executive Director

**Subject:** New Agency Pay Schedules for FY24 – FY25

<b>Effective July 1, 2024</b>			
Current		<b>Salary Range</b>	
<b>Position</b>	<b>Time Base</b>	<b>Minimum</b>	<b>Maximum</b>
Dispatch Assistant	Hourly	\$23.30	\$27.08
Dispatcher I/II	Hourly	\$23.30	\$36.02
Dispatcher III	Hourly	\$37.83	\$39.35
Dispatch Supervisor	Hourly	\$41.15	\$45.62
Operations Manager	Hourly	\$50.07	\$61.49
IT Specialist	Hourly	\$32.99	\$40.11
System Administrator	Hourly	\$42.10	\$51.18
IT Manager	Hourly	\$52.70	\$62.26
Executive Director	Hourly	\$69.37	\$84.14
Sr. Accounting Technician	Hourly	\$29.04	\$35.30
Deputy Director	Hourly	\$54.84	\$67.81
Sr. Administrative Specialist II-Confidential	Hourly	\$25.77	\$31.33

<b>Effective October 1, 2024</b>			
		<b>Salary Range</b>	
<b>Position</b>	<b>Time Base</b>	<b>Minimum</b>	<b>Maximum</b>
Dispatch Assistant	Hourly	\$24.00	\$30.65
Dispatcher I/II	Hourly	\$24.00	\$40.34
Dispatcher III	Hourly	\$42.37	\$44.07
Dispatch Supervisor	Hourly	\$46.09	\$51.09
Operations Manager	Hourly	\$50.07	\$61.49
IT Specialist	Hourly	\$32.99	\$40.11
System Administrator	Hourly	\$42.10	\$51.18
IT Manager	Hourly	\$52.70	\$62.26
Executive Director	Hourly	\$69.37	\$84.14
Sr. Accounting Technician	Hourly	\$29.04	\$35.30
Deputy Director	Hourly	\$54.84	\$67.81
Sr. Administrative Specialist II-Confidential	Hourly	\$25.77	\$31.33

<b>Effective January 1, 2025</b>			
<b>Position</b>	<b>Time Base</b>	<b>Salary Range</b>	
		<b>Minimum</b>	<b>Maximum</b>
Dispatch Assistant	Hourly	\$24.72	\$33.10
Dispatcher I/II	Hourly	\$24.72	\$43.57
Dispatcher III	Hourly	\$45.76	\$47.60
Dispatch Supervisor	Hourly	\$49.78	\$55.18
Operations Manager	Hourly	\$51.07	\$62.72
IT Specialist	Hourly	\$33.65	\$40.91
System Administrator	Hourly	\$42.95	\$52.20
IT Manager	Hourly	\$53.75	\$63.50
Executive Director	Hourly	\$70.76	\$85.82
Sr. Accounting Technician	Hourly	\$29.62	\$36.01
Deputy Director	Hourly	\$55.94	\$69.17
Sr. Administrative Specialist II-Confidential	Hourly	\$26.29	\$31.95

<b>Effective July 1, 2025</b>			
<b>Position</b>	<b>Time Base</b>	<b>Salary Range</b>	
		<b>Minimum</b>	<b>Maximum</b>
Dispatch Assistant	Hourly	\$24.72	\$33.76
Dispatcher I/II	Hourly	\$24.72	\$44.44
Dispatcher III	Hourly	\$46.67	\$48.55
Dispatch Supervisor	Hourly	\$50.77	\$56.29
Operations Manager	Hourly	\$51.07	\$62.72
IT Specialist	Hourly	\$33.65	\$40.91
System Administrator	Hourly	\$42.95	\$52.20
IT Manager	Hourly	\$53.75	\$63.50
Executive Director	Hourly	\$70.76	\$85.82
Sr. Accounting Technician	Hourly	\$29.62	\$36.01
Deputy Director	Hourly	\$55.94	\$69.17
Sr. Administrative Specialist II-Confidential	Hourly	\$26.29	\$31.95

## 8.e Proposed FY24/25 Position Table

### Authorized Position Resolution

as of  
08/26/2024

Active Positions			Current				Proposed	
			FTE Auth	FTE Funded	FTE Vacant	FTE Current	Proposed FTE Changes	FTE Auth & Funded
1	Executive Director	2015	1	1		1		1
2	HR/Fiscal Administrator	2016	0	0		0		0
3	Administrative Specialist II	2008	0	0		0		0
4	Operations Manager	2008	1	1		1		1
5	Dispatch Supervisor	1999	4	4		4		4
6	911/Public Safety Dispatcher I/II	2015	26	26	-1	27		26
7	911/Public Safety Dispatcher III	2006	4	4	1	3		4
8	Dispatch Assistant	2014	4	1	3	1	-3	0
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
14	Accountant II	2021	0	0		0		0
15	Deputy Director	2021	1	1		1		1
16	Operations Supervisor	2021	1	1		1		0
17	Sr. Administrative Specialist – Confidential	2022	1	1		1		1
18	IT Helpdesk Technician	2023	0	0		0		0
19.	Sr. Accounting Technician	2023	1	1		1		1
<b>Totals</b>			46	46	4	42		43