

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD
Wednesday, June 1, 2022
2:00 P.M. Public Session**

Yolo Emergency Communications Agency, 35 N. Cottonwood St, 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/84256097223>
Meeting ID: 842 5609 7223
Or
By Phone: (669) 900-6833
Meeting ID: 896 5024 0574

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. Amanda Garrison honored as Northern California APCO Telecommunicator of the Year

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 April 6, 2022, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. Resolution Authorizing Remote & Hybrid Teleconference Meetings

6. Old Business

- a. YECA Building Prospects

7. After Hour Police Records Coverage Moving from YECA to the City of Woodland Police Department to Cover Cities of W. Sacramento & Winters Police Departments Discussion

8. Approval for FY22/23 Final Budget – Voted Item

- a. FY22/23 Budget
- b. FY22/23 CIP Summary
- c. FY22/23 CIP 5-Year Forecast
- d. FY22/23 Position Table

9. Closed Session

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

10. Next Scheduled JPA Board Meeting Date TBD

11. Items for Future Meeting Agenda

12. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before May 26, 2022 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

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, Meeting ID: <https://us02web.zoom.us/j/84256097223> 842 5609 7223 or by phone at (669) 900-6833 Meeting ID: 842 5609 7223.
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 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**

April 6, 2022

2:00 P.M. Public Session

Minutes

The YECA Governing Board met on Wednesday April 6th, 2022 at Yolo Emergency Communications Agency 35 N Cottonwood – Conference Room, Woodland. Chair Steve Binns called the meeting to order at 2:09 p.m.

This meeting was formatted 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), was available at the following link:

Teleconference Options to join Zoom meeting:
By PC: <https://us02web.zoom.us/j/84256097223>
Meeting ID: 842 5609 7223
Or
By Phone: (669) 900-6833
Meeting ID: 842 5609 7223

PRESENT: Primary Board Members: Dena Humphrey, YECA Executive Director, Steve Binns, City of West Sacramento, Kim McKinney, City of Woodland, Brad Lopez, City of Winters
Joined via ZOOM: Tom Lopez, Yolo County, Rebecca Ramirez, Yocha Dehe Wintun Nation

Entry No.2

Minute Order No. 2022-05

Approval of the Agenda - [Approved](#)

MOTION: B. Lopez SECOND: McKinney AYES: Binns, T. Lopez, Ramirez, McKinney, B. Lopez

Entry No. 3

Announcements

- a. Proclamation “National Public Safety Telecommunications Week April 10th- 16th
- b. YECA’s Dispatcher of the Year “Amanda Garrison”

Entry No. 4

Public Comment – None

Entry No. 5

Minute Order No. 2022-06

Approval of Consent Agenda - [Approved](#)

- a. Approval of the Minutes from the March 2, 2022, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. New Vehicle Purchase Replacement

MOTION: T. Lopez SECOND: B. Lopez AYES: Binns, T. Lopez, Ramirez, B. Lopez

Entry No. 6

Old Business

- a. YECA Building Prospects- ED Humphrey advised to get discussions back on track with potential funding for the YECA remodel. Chair Binns informed he would be meeting with his City Manager. ED Humphrey is tentatively looking at a July timeframe to hold a meeting to give a brief overview of the agency and a walking tour; potential dates will be sent in an e-mail to board members.

Entry No. 7

Minute Order No. 2022-07

Proposed Agency Financial Compensation Packages for periods July 1, 2022 thru June 30, 2025 –

Voted Item - Approved

- a. YCDA MOU Staff Summary
- b. New YCDA MOU
- c. Non-represented Compensation Package
- d. Admin Specialist II Position Upgrade “Confidential”
- e. Admin Specialist II- Confidential Job Description
- f. New Agency Benefit Summary
- g. New Agency Salary Schedule

Note for Items (d.) Admin Specialist II Position Upgrade “Confidential” & (e) Admin Specialist II- Confidential Job Description included a typo in the position title. The correct official title for this position is Sr. Administrative Specialist – Confidential.

MOTION: Ramirez SECOND: McKinney AYES: Binns, T. Lopez, Ramirez, B. Lopez, McKinney

Entry No. 8

FY22/23 Proposed Draft Budget & Presentation - *Info Only

- a. FY22/23 Proposed Budget
- b. FY22/23 Proposed CIP Summary
- c. FY22/23 Proposed CIP 5-Year Forecast
- d. FY22/23 Proposed Position Table

ED Humphrey presented Surplus Fund Balance Proposal ideas with the Yocha Dehe Community Grant not yet approved. Chair Binns and Board Members Ramirez and Lopez suggested bringing back surplus fund amounts discussions prior to the start of the fiscal year to redistribute surplus funds setting aside a portion to match this grant if the grant is approved. In addition, Board Member McKinney expressed providing more specific information with the Draft Budget including three years of information versus the one year provided for comparison for future budget proposals.

Entry No. 9

Next Scheduled JPA Board Meeting Date May 4, 2022

Entry No. 10

Items for Future Meeting Agenda

- a. FY22/23 Budget
- b. ED Annual Evaluation
- c. After Hours Records

Entry No. 11 Meeting Adjourned at 3:14 p.m.
Minutes submitted by Tianna Dumas

STAFF REPORT

Agenda Item: 5.b

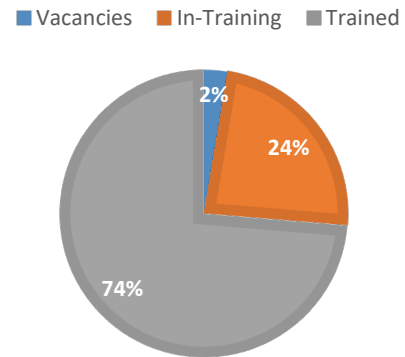
Date: June 1, 2022
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
From: Vanesa Hoyt, Operations Supervisor
Subject: June 2022 Operations Division Report
Recommendation: No action required; information only.
Summary: Operations staff is currently engaged in the following:

Staffing:

1. Out of 39 funded operations positions:

Classification	Filled	Funded	Vacant
Supervisor	4	4	0
Operations Supervisor	1	1	0
Dispatcher III	4	4	0
Dispatcher I/II	26	26	0
Dispatch Assistant	3	4	1
TOTAL	38	39	1

JUNE 2022 STAFFING



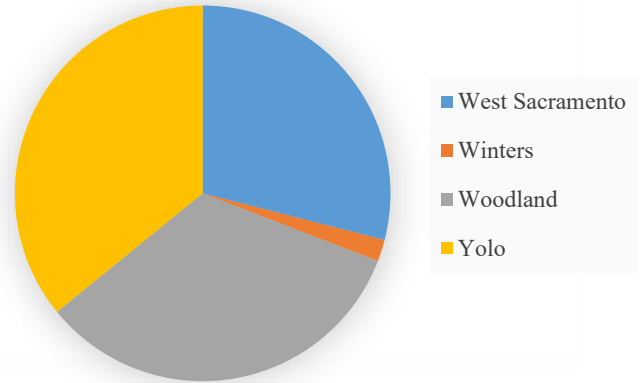
- a. Bailey Clemons has completed training on the Fire radio (4th and final console) and will be eligible for promotion to Dispatcher II in September 2022.
 - b. Gabriel Hernandez has completed training on the WSP radio (3rd console) and has begun training on the Fire radio (4th and final console).
 - c. Nikole Patterson has completed training on the YSO radio (4th and final console) and will be eligible for promotion to Dispatcher II in August 2022.
 - d. Cody Wooten has completed training on the WSP radio and has begun training on the YSO radio (4th and final console).
 - e. Benicia Lammon has completed the in-house academy and in the call taking phase of her training.
 - f. New dispatchers: Toni Hogan and Jodean Hernandez have completed the call taking phase of their training and will begin training on the first radio in June.
2. Four new dispatchers, Raymond Fisher, Brittany Holloway, Romney Allen, and C'hera Servantez will begin training in the in-house academy on May 23rd, 2022.
 3. Recruitment for the August 2022 academy is postponed and will resume in June for the October 2022 academy.
 4. Dispatcher II, Traci Fitzsimmons, has retired after 27 years of service.

Statistical Information:

Monthly Phones Statistics:

	Jan	Feb	Mar	Apr	YTD
9-1-1	4,569	4,545	5,167	5,020	19,301
7-Digit Emergency	877	903	922	997	3,699
AMR	92	87	108	114	401
West Sacramento	3,455	3,528	3,863	3,829	14,675
Winters	220	223	235	270	948
Woodland	3,919	4,018	4,419	4,475	16,831
Yolo	4,298	4,508	4,721	4,625	18,152
Outgoing	4,889	4,807	5,570	5,623	20,889
TOTAL	22,319	22,619	25,005	24,953	94,896

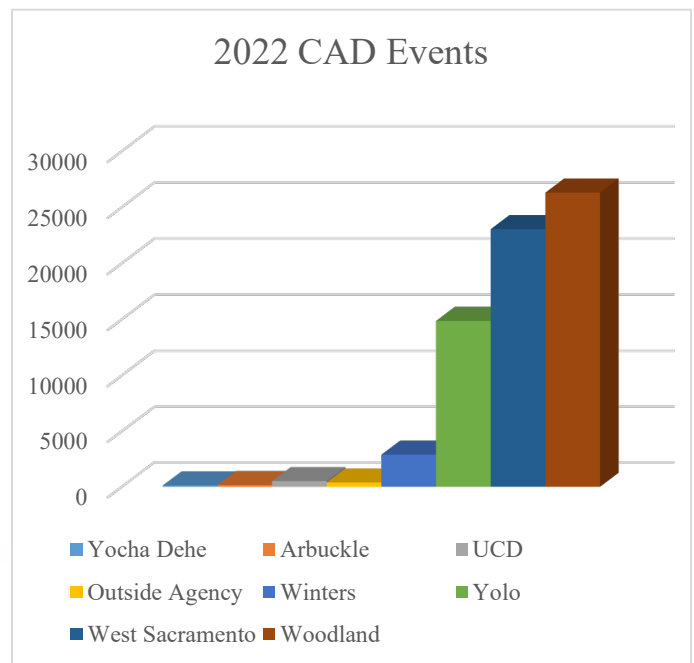
**2022 YTD
Incoming Non-
Emergency Lines**



Monthly CAD Events:

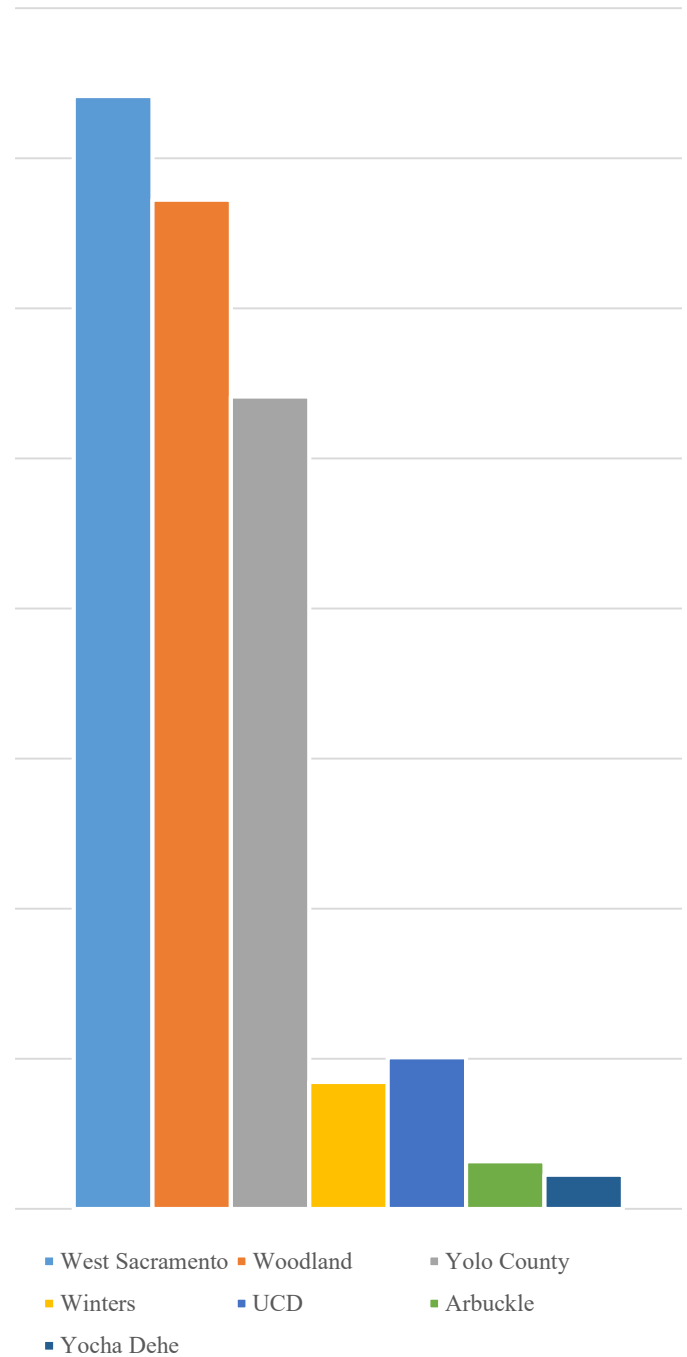
	JAN	FEB	MAR	APR	YTD
West Sacramento					
TOTAL	5,633	5,499	6,141	5,773	23,046
Winters					
TOTAL	651	716	796	728	2,891
Woodland					
TOTAL	6,301	6,251	6,983	6,768	26,303
Yolo					
TOTAL	3,636	3,670	3,982	3,576	14,864
Yocha Dehe					
TOTAL	34	28	23	29	114
Arbuckle					
TOTAL	37	37	36	48	158
Outside Agency/non- geo validated					
TOTAL	107	88	95	96	386
UCD					
TOTAL	125	126	124	130	505
GRAND TOTAL	16,524	16,415	18,180	17,148	68,267

2022 CAD Events



	Jan	Feb	Mar	Apr	YTD
West Sacramento					
Fire	388	330	376	386	1,480
Medical	634	506	550	538	2,228
TOTAL	1,022	836	926	924	3,708
Winters					
Fire	55	70	59	59	243
Medical	52	50	39	39	180
TOTAL	107	120	98	98	423
Woodland					
Fire	354	346	390	432	1,522
Medical	420	463	479	478	1,840
TOTAL	774	809	869	910	3,362
Yolo					
Fire	439	733	696	462	2,330
Medical	109	100	72	96	377
TOTAL	548	833	768	558	2,707
Yocha Dehe					
Fire	15	12	8	4	39
Medical	19	16	15	25	75
TOTAL	34	28	23	29	114
Arbuckle					
Fire	13	20	18	18	69
Medical	24	17	18	30	89
TOTAL	37	37	36	48	158
UCD					
Fire	84	85	98	68	335
Medical	41	41	26	62	170
TOTAL	125	126	124	130	505
ALL					
Fire	1,348	1,596	1,645	1,429	6,018
Medical	1,299	1,193	1,199	1,268	4,959
TOTAL	2,647	2,789	2,844	2,697	10,977

2022 Fire Events



CLETS Inquiries/Returns:

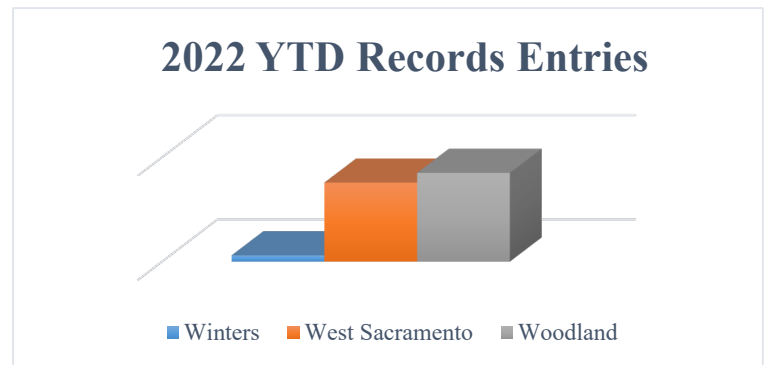
	JAN	FEB	MAR	APR	YTD
Inquiries	30,625	28,731	30,821	28,282	118,459
Returns	49,494	46,433	49,811	45,708	191,446

Confidential Records Requests (Audio & CAD Print out):

JAN	FEB	MAR	APR	YTD
174	170	222	169	735

After-Hours Records Entries:

	JAN	FEB	MAR	APR	YTD
West Sacramento	341	433	388	351	1,513
Winters	22	22	39	36	119
Woodland	458	416	428	398	1,700
TOTAL	821	871	855	785	3,332



Text to 9-1-1:

	JAN	FEB	MAR	APR	YTD
TOTAL	5	12	15	10	42

IROC (Fire Resource Ordering Entries):

	JAN	FEB	MAR	APR	YTD
IROC	0	1	1	2	4

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 (1500)	Feb (1600)	Mar (1500)	Apr (1700)	YTD
0-10 seconds	94.93%	94.18%	96.28%	95.85%	95.31%
0-15 seconds	99.32%	98.55%	99.07%	98.62%	98.89%
0-20 seconds	100.00%	99.27%	99.69%	99.65%	99.65%

Projects:

1. Leadership Development Training
 - a. Operations Supervisor Hoyt is off the floor and transitioning to new tasks
 - b. Dispatch Supervisor Brewer training and development
 - c. Dispatcher III training: Melissa Viramontes & Connie Kenton
2. EMD-QA – Ops Supervisor Hoyt reviews all cardiac events and calls that include PAIs and provides weekly feedback to staff, focusing on case review and compliance.
 - a. Monthly Cardiac events will be sent to Douglas Brim (YEMSA)
3. Disaster Recovery Plan
 - a. Cases completed, ongoing training with the staff on evacuation procedures
 - b. Cases being used in tactical call outs and training
4. Recruitment – Opens in June for the October 2022 academy
5. Succession Planning
6. 2022 In-Service Training Plan
 - a. IROC Refresher Training- Completed
 - b. Fire In-service Training- Completed
 - c. Pro-QA Refresher scheduled for June 2022
 - d. CTO- Train the Trainer scheduled for July 2022
 - e. Emotional Intelligence- Tentative for October and December 2022 dates
7. CalOES GIS Pilot Project
8. CalOES eCaTs Routing Project
9. 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
10. CPE Replacement Planning (pending upgrade to NG9-1-1)
11. Applicant Tracking System
12. Onboarding Implementation
13. Headset Replacement

Agenda Item: 5.c

YECA BUDGET MANAGEMENT SUMMARY

2021 / 2022 As of 05/25/2022

		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%
		JUL-21	AUG-21	SEPT-21	OCT-21	NOV-21	DEC-21	JAN-22	FEB-22	MAR-22	APR-22	MAY-22	JUN-22
B/U	30 ADMINISTRATION												
	Appropriations	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745
	Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Expenditures	\$ 211,126	\$ 282,546	\$ 381,655	\$ 597,402	\$ 684,723	\$ 776,841	\$ 847,271	\$ 952,579	\$ 1,187,450	\$ 1,443,550	\$ 1,503,257	\$ -
	Unencumbered	\$ 1,880,619	\$ 1,809,199	\$ 1,710,090	\$ 1,494,343	\$ 1,407,022	\$ 1,339,224	\$ 1,244,474	\$ 1,139,166	\$ 904,295	\$ 648,195	\$ 588,488	\$ 2,091,745
	Percent Expended	10%	14%	18%	29%	33%	37%	41%	46%	57%	69%	72%	0%
B/U	40 OPERATIONS - DISPATCH												
	Appropriations	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613
	Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Expenditures	\$ 351,846	\$ 620,756	\$ 986,513	\$ 1,064,427	\$ 1,413,957	\$ 1,809,054	\$ 2,094,145	\$ 2,376,226	\$ 2,759,735	\$ 3,065,328	\$ 3,234,512	\$ -
	Unencumbered	\$ 4,012,767	\$ 3,743,857	\$ 3,378,100	\$ 3,300,186	\$ 2,950,656	\$ 2,555,559	\$ 2,270,468	\$ 1,988,387	\$ 1,604,878	\$ 1,299,285	\$ 1,130,101	\$ 4,364,613
	Percent Expended	8%	14%	23%	24%	32%	41%	48%	54%	63%	70%	74%	0%
B/U	50 INFORMATION TECHNOLOGY												
	Appropriations	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240
	Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Expenditures	\$ 88,847	\$ 97,625	\$ 405,563	\$ 427,130	\$ 424,720	\$ 468,231	\$ 502,059	\$ 517,242	\$ 557,859	\$ 584,674	\$ 594,346	\$ -
	Unencumbered	\$ -	\$ 569,615	\$ 261,677	\$ 240,110	\$ 242,520	\$ 199,009	\$ 165,181	\$ 149,998	\$ 109,381	\$ 82,566	\$ 72,894	\$ 667,240
	Percent Expended	13%	15%	61%	64%	64%	70%	75%	78%	84%	88%	89%	0%
	TOTAL Appropriations	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598
	Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Expenditures	\$ 651,819	\$ 1,000,927	\$ 1,773,731	\$ 2,088,960	\$ 2,523,401	\$ 3,054,127	\$ 3,443,475	\$ 3,846,048	\$ 4,505,044	\$ 5,093,551	\$ 5,332,115	\$ -
	Unencumbered	\$ 6,471,779	\$ 6,122,671	\$ 5,349,867	\$ 5,034,638	\$ 4,600,197	\$ 4,069,471	\$ 3,680,123	\$ 3,277,550	\$ 2,618,554	\$ 2,030,047	\$ 1,791,483	\$ 7,123,598
	Percent Expended	9%	14%	25%	29%	35%	43%	48%	54%	63%	72%	75%	0%
	TOTAL Estimated Revenue	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246
	Realized Revenue	\$ 1,648,701	\$ 3,624,014	\$ 4,763,758	\$ 4,764,602	\$ 4,768,198	\$ 5,926,469	\$ 5,927,513	\$ 5,933,530	\$ 7,073,584	\$ 7,084,019	\$ 7,084,561	\$ -
	Unrealized Revenue	\$ 5,187,545	\$ 3,212,232	\$ 2,072,488	\$ 2,071,644	\$ 2,068,048	\$ 909,777	\$ 908,733	\$ 902,716	\$ (237,338)	\$ (247,773)	\$ (248,315)	\$ 6,836,246
	Percent Realized	24%	53%	70%	70%	70%	87%	87%	87%	103%	104%	104%	0%

**YOLO EMERGENCY COMMUNICATIONS AGENCY
RESOLUTION NO. _____**

**RESOLUTION AUTHORIZING REMOTE AND HYBRID TELECONFERENCE
MEETINGS OF THE YOLO EMERGENCY COMMUNICATIONS AGENCY
PURSUANT TO ASSEMBLY BILL 361**

WHEREAS, the Yolo Emergency Communications Agency (YECA) is committed to preserving and nurturing public access and participation in its meetings; and

WHEREAS, the Brown Act, Government Code section 54953, subdivision (e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953, subdivision (b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, on March 4, 2020, the Governor proclaimed pursuant to his authority under the California Emergency Services Act, California Government Code section 8625, that a state of emergency exists with regard to a novel coronavirus (a disease now known as COVID-19); and

WHEREAS, on June 4, 2021, the Governor clarified that the “reopening” of California on June 15, 2021 did not include any change to the proclaimed state of emergency, or the powers exercised thereunder; and

WHEREAS, as of the date of this Resolution, neither the Governor nor the Legislature have exercised their respective powers pursuant to California Government Code section 8629 to lift the state of emergency either by proclamation or by concurrent resolution in the state Legislature; and

WHEREAS, the continued rates of transmission of the virus and variants causing COVID-19 within Yolo County are such that meeting in person would present imminent risks to the health or safety of some attendees of public meetings, particularly those with pre-existing health conditions; and

WHEREAS, the Board of Directors has considered the current circumstances of the state of emergency, and determined that the state of emergency continues to directly impact the ability of the members to meet safely in person

NOW, THEREFORE, BE IT RESOLVED by the Yolo Emergency Communications Agency Board of Directors as follows:

1. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

2. A proclaimed state of emergency exists and as a result of the emergency, meeting in person would present imminent risks to the health or safety of some attendees, particularly those with pre-existing health conditions.
3. The Board of Directors is hereby authorized and directed to conduct open and public meetings in accordance with Government Code section 54953, subdivision (e) and other applicable provisions of the Brown Act.
4. This Resolution is intended to enable the Board of Directors to meet via teleconference in accordance with Assembly Bill 361 of 2021 (Statutes 2021, Chapter 165), whether solely by teleconference or via a "hybrid" combination of physical location and teleconference.
5. This Resolution shall take effect immediately upon its adoption and shall be effective for a period of thirty (30) days thereafter, unless extended pursuant to Government Code section 54953, subdivision (e)(3). Expiration of this resolution shall not prejudice any subsequent action to adopt another resolution in accordance with Government Code section 54953, subdivision (e) during the present or any future state of emergency.

PASSED AND ADOPTED by the Yolo Emergency Communications Agency Board of Directors, County of Yolo, State of California, this 1st day of June, 2022, by the following vote:

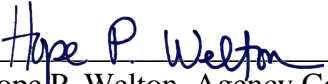
AYES:
NOES:
ABSTAIN:
ABSENT:

Steve Binns, Chair
Yolo Emergency Communications Agency
Board of Directors

ATTEST:

Dena Humphrey, Clerk

APPROVED AS TO FORM:



Hope P. Welton, Agency Counsel

STAFF REPORT

Agenda Item: 5.d

Date: June 1, 2022
To: YECA Governing Board
From: Dena Humphrey, Executive Director
Subject: Resolution Authorizing Remote & Hybrid Teleconference Meetings of the Yolo Emergency Communications Agency (YECA) Board of Directors Pursuant to Assembly Bill 361

Summary

The proposed resolution will allow the current YECA Board of Directors meetings to be held virtually.

Background

Meetings of the YECA Board of Directors (Board) are conducted pursuant to the provisions of the Ralph M. Brown Act. The Brown Act has traditionally placed significant restrictions on teleconferenced meetings, including requiring that each teleconference location be accessible to the public (i.e., participation of Board members from homes or private offices has not been permitted).

In the early days of the COVID-19 pandemic, the Governor issued a series of Executive Orders temporarily suspending the restrictions on teleconferenced meetings, under which most YECA meetings and those of its affiliated legislative bodies have been conducted during the last year-and-a-half. These Executive Orders terminated on September 30, 2021. In their place, the Legislature has enacted Assembly Bill 361 (R. Rivas), which permits legislative bodies to continue holding teleconferenced meetings without the traditional Brown Act restrictions (through December 2023) under any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

*(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph
(D) that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.*

To continue holding teleconferenced meetings in the manner to which Board members and the public have become accustomed, the Board will need to make one of the determinations required by Assembly Bill 361. The "imminent risk" determinations are factually supportable, as the continued rates of transmission of the COVID-19 virus, including the Omicron variant, can indeed present imminent risks to the health and safety of some in-person attendees, particularly those with pre-existing health conditions.

If the proposed resolution making these determinations is approved, the current Board meeting will proceed as a remote meeting, in substantially the same manner as previous meetings during the past 18 months. (Assembly Bill 361 includes several additional requirements for teleconferenced meetings, including providing an opportunity for "real time" public comment, and suspending the meeting in the event that remote connectivity is lost; however, these are all consistent with the Board's existing practices.)

Staff is working on the necessary steps to allow future Board meetings to be held primarily in-person in the YECA, while still permitting full remote participation for those members who are unable to attend in person, or, if they prefer, to participate virtually.

Recommendation

It is recommended that proposed Resolution Authorizing Remote and Hybrid Teleconference Meetings of the YECA Directors Pursuant to Assembly Bill 361 be approved.

Attachment

Proposed Resolution

STAFF REPORT

Agenda Item: 8.a

Date: June 1, 2022

To: YECA Governing Board

From: Dena Humphrey, Executive Director

Subject: Recommendation to Approve Final Budget for FY22/23 – Voted Item

Summary:

This year's budget for FY22/23 captures the operational costs for current staffing of 46 FTE's. The FY23 Proposed Budget is inclusive of all bargaining costs for the represented and non-represented.

Agency Overall:

The total final budget for FY22/23 is \$7,374,753. The use of surplus funds \$350k, and revenue from the UCD Fire contract \$109k, Arbuckle Fire \$42k, \$31k T-Mobile agreement, and 47k in bank interest and IRS Subsidies brought a total reduction of \$579k, to the member allocations. Revenue offsets for member allocations increased \$22k or 4%.

The total net budget increase from previous year was \$251,155, or a 3.5% increase. Majority of the increase came from salaries \$172k with the remaining large increase coming from YCPARMIA.

FY22/23 will be year 6 of the 10-year capital plan. In prior years, capital costs were presented separately and typically funded with bond money or fund balance. The CIP now includes a 10-year forecast, which evenly allocates money yearly into the capital fund to ease spikes to members and ensures future funding for needed equipment.

Cost Changes for FY23:

Salaries & benefits for 46 FTE's increased by \$172k or 3.2%. The cost increase is inclusive of bargaining and reflects overall increases from i.e., CalPERS, Merits, COLA's, Medical, and OPEB. CalPERS costs increased \$34k, or 5% from previous year's budgeted amount. YCPARMIA Workmen's Compensation increased \$30k or 61%. Supplies & Services major object resulted in an increase of \$110k, or 10%. A major contributor to this increase came from YCPARMIA with a \$51k, increase in General Liability this was a 118% from previous budget.

CalPERS	Projected Future Employer Contribution Rates					
	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Employer Normal Cost%:	10.87%	10.9%	10.9%	10.9%	10.9%	10.9%
Employer Normal Cost	\$303,230	\$318,391	\$334,311	\$351,026	\$368,577	\$387,006
UALS	\$331,439	\$362,000	\$395,000	\$415,000	\$434,000	\$444,000
Total CalPERS Cost	\$634,669	\$680,391	\$729,311	\$766,026	\$802,577	\$831,006

Fiscal Year Comparison

Current year budget FY21/22 comparison to FY22/23 proposed budget:

Major Objects	FY21/22	Proposed FY22/23	Change	Percent
Total Salaries & Benefits	\$ 5,286,855	\$ 5,458,966	\$ 172,111	3.3%
Total Service & Supplies	\$ 1,082,970	\$ 1,193,863	\$ 110,893	10.2%
Total Other Charges	\$ 362,107	\$ 353,924	\$ (8,183)	-2.3%
Capital Equipment & Contingency	\$ 391,666	\$ 368,000	\$ (23,666)	-6.0%
TOTAL APPROPRIATIONS	\$ 7,123,598	\$ 7,374,753	\$ 251,155	3.5%

Total Member Contribution	\$ 6,204,491	\$ 6,444,329	\$ 239,838	3.9%
Total Capital Lease Payments	\$ 362,107	\$ 351,424	\$ (10,683)	-2.1%
Total Other	\$ 557,000	\$ 579,000	\$ 22,000	-4.0%
TOTAL REVENUE	\$ 7,123,598	\$ 7,374,753	\$ 251,155	3.5%

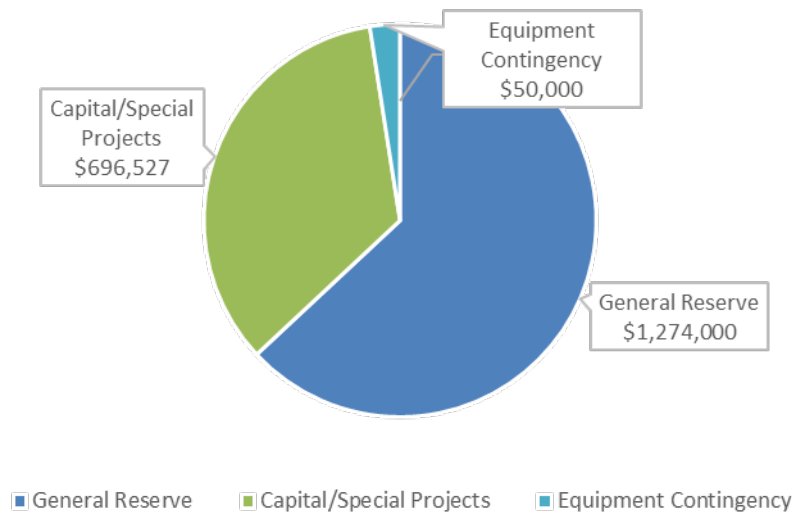
FY22 Current Year – Reserve Balance Summary:

The General Reserve established Nov 2015 for emergency needs has a current balance \$1.274M, representing 20% of the current operating budget (goal set by the JPA Board 20%).

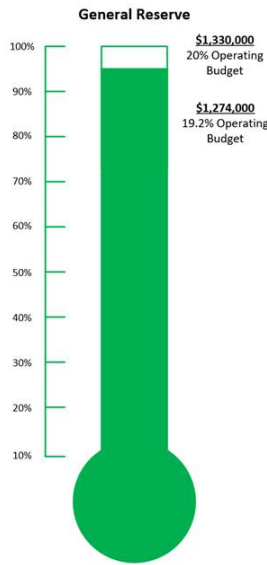
The Capital/Special Projects Reserve is expected to have an FY22 yearend balance of \$697k. The proposed budget includes a contribution of \$368k into the fund for FY23.

Four years ago the Board approved the setting aside of a small contingency fund primarily set up for radio equipment failures. This year the contingency fund has not been needed, resulting in an untouched balance of \$50k.

FY22 Current Reserve Balances



JPA Board General Reserve Fund Goal Status



Use of Fund Balance

The agency realized a \$600k fund balance, as a result of vacancies and carryovers from prior years, as noted in the FY20/21 Financial Audit. As a result, the agency proposes the following use of funds:

Description	Year	Amount	Fund	Division
Offset Member Shares for FY23 Budget	FY23	\$ 350,000	#10	#30
Increase General Reserve Fund	FY22	\$ 50,000	#20	
Set Aside for Potential Grant Match	FY22	\$ 200,000	#20	
Total		\$ 600,000		

1. To offset member shares for FY23, the use of \$350k from fund balance was built into the FY22/23 Budget.
2. The JPA Board set the goal of having 20% of the operating budget set aside in the General Reserve fund. The current balance is \$1.274M, reflecting 19% of the operating budget or 96% of the Board's goal. Increasing the fund by \$50k, will bring the General Reserve to \$1.330M, reaching 100% of the Board's goal.
3. This amount \$200,000, would be set aside pending results of the matching funds needed for a grant submitted to the Yocha Dehe Community Fund. Current status of the grant received the first initial approval.

Final FY22-23 Member Agency Allocations

The agency allocations shown on the table below reflects operations & maintenance on a side by side comparison with the CIP allocation.

Additional option #1 includes the removal of After-Hour Record counts within the member share allocation, as a result of Woodland PD assuming these responsibilities on the behalf of W. Sacramento & Winters PD beginning July 1, 2022.

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

Agency Totals	Option #1 No records	Option #2 Records Included	Change
	FY 22-23	FY 22-23	Increase/ (Decrease)
Winters - O&M/Capital	\$262,676	\$262,249	\$427
Winters - Debt Service	<u>\$21,837</u>	<u>\$21,837</u>	<u>\$0</u>
Total	\$284,513	\$284,086	\$427
Woodland - O&M/ Capital	\$2,327,395	\$2,333,649	(\$6,254)
Woodland - Debt Service	<u>\$96,367</u>	<u>\$96,367</u>	<u>\$0</u>
Total	\$2,423,762	\$2,430,016	(\$6,254)
West Sac - O&M/Capital	\$2,182,265	\$2,185,607	(\$3,342)
West Sac - Debt Service	<u>\$55,069</u>	<u>\$55,069</u>	<u>\$0</u>
Total	\$2,237,334	\$2,240,676	(\$3,342)
Yolo County - O&M/Capital	\$1,628,665	\$1,619,496	\$9,169
Yolo County - Debt Service	<u>\$142,833</u>	<u>\$142,833</u>	<u>\$0</u>
Total	\$1,771,498	\$1,762,329	\$9,169
Yocha Dehe - O&M/Capital	\$69,238	\$69,238	\$0
Yocha Dehe - Debt Service	<u>\$8,557</u>	<u>\$8,557</u>	<u>\$0</u>
Total	\$77,795	\$77,795	\$0

STAFF REPORT

Agenda Item: 8.b

Date: June 1, 2022
To: YECA Governing Board
From: Dena Humphrey, Executive Director
Subject: Recommendation to Approve Final FY22/23 Capital Investment Plan (CIP)

Summary:

The Final CIP costs for FY23 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 FY23 yearend is projected to be \$963k.

The Board approved a fixed overall contribution of \$368k into the plan. 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 10-year plan is estimated \$3.7M comprising of multiple equipment replacements throughout the years, primarily focusing on the replacement of the microwave system and radios in years FY24 and FY26.

Current FY21/22 CIP Items – Status

Uninterruptible Power Supply (UPS) ~ *Completed August 2021*

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: ~ *Completed May 2022*

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.

Offsite SAN (Disaster Recovery): ~ Slated for Completion June 2022

The offsite SAN is a storage array (1 of 2) that stores YECA’s backup jobs offsite to preserve data in the event of a catastrophic failure at YECA (fire, flood, power spike that destroys the boxes, etc.) that has reached end of life.

R730 Servers (2): ~ Slated for Completion June 2022

The R730 servers are physical servers that support the virtual server infrastructure that are end-of-life servers for the network (CAD, Email, file storage, CLETS, etc.) that are in need of replacement due to age.

Final FY22/23 CIP Items:

9-1-1 Voice Logger (Server):

The 9-1-1 voice logger records the primary VHF/UHF channels and telephone calls that are made and received from the Vesta phone system. This server has reached end of life.

Dispatch Furniture Consoles:

The current furniture in the communications center was purchased 20 years ago and is showing its age being used 24 x 7. The \$85k, amount was used five years ago as a budgetary figure. Recent quotes have projected the budgetary costs to be approximately \$200k.

TSM 8000 Server – Microwave:

This server is the logging point for all radio system alarms from all equipment throughout the system. It is also the primary access point for programming and configuration of radio infrastructure.

Summary of costs for Final FY22/23 CIP Items:

Project	Cost	Status
9-1-1 Voice Logger	\$ 52,000	<i>Slated for FY23</i>
Dispatch Furniture	\$ 85,000	<i>Slated for FY23</i>
TSM 8000 Server	\$ 17,000	<i>Slated for FY23</i>
TOTAL	\$ 154,000	

Agenda Item: 8.c

FY23 CIP
5-Year Projection

Project	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Furniture					
Dispatch Consoles	\$85,000				
Server Room					
R720 Servers (2) & R740 (2)					
Offsite SAN (Disaster Recovery)		\$90,000			
UPS					
Core Switches (6)				\$66,000	
Internet Firewalls				\$16,000	
Interagency Firewalls				\$7,000	
911 Voice Logger (Server only) I	\$52,000				
911 Voice Logger (Server only) II		\$11,000			\$55,000
SAN		\$52,000			
R730 Servers (2)					
Radio/911 Equipment Room					
Radio/Microwave Multiplexor					\$380,000
Batteries for Radio Power Plant					
Dispatch 911 Phones (CPE)				\$370,000	
TSM 8000 Server - Microwave	\$17,000			\$17,000	
Zetron Toning System					
Radios			\$235,000		
Microwave Radios					\$135,000
Channel Banks					\$135,000
GPS Clocks					\$20,000
Comparators					\$205,000
Radio Sites					
Batteries for Radio Power Plant					
Generator for Bald					
Radios			\$590,000		
Microwave Radios					\$550,000
Channel Banks					\$100,000
GPS Clocks					\$130,000
HVAC				\$60,000	\$60,000
Building					
Totals	\$154,000	\$153,000	\$825,000	\$536,000	\$1,770,000
Total per Funding Source				\$60,000	\$60,000
				\$482,000	
Member Agencies	\$154,000	\$153,000	\$825,000	\$54,000	\$1,710,000
Annual Sinking Fund	\$368,000	\$368,000	\$368,000	\$368,000	\$368,000
Annual Balance	\$214,000	\$215,000	-\$457,000	\$314,000	-\$1,342,000
Running Balance	\$962,527	\$1,177,527	\$720,527	\$1,034,527	-\$307,473

7.c Final FY22/23 Position Table

Authorized Position Resolution

as of
05/26/2022

			Current				Proposed	
			FTE Auth	FTE Funded	FTE Vacant	FTE Current	Proposed FTE Changes	FTE Auth & Funded
<i>Active Positions</i>		Effective						
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	0	0		0		0
5	Dispatch Supervisor	1999	4	4		4		4
6	911/Public Safety Dispatcher I/II	2015	26	26		26		26
7	911/Public Safety Dispatcher III	2006	4	4		4		4
8	Dispatch Assistant	2014	4	4	1	3		4
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	1	1	1	0		1
15	Deputy Director	2021	1	1		1		1
16	Operations Supervisor	2021	1	1		1		1
17	Sr. Administrative Specialist – Confidential	2022	1	1		1		1
Totals			46	46	2	44		46