

**AGENDA**  
**REGULAR MEETING**  
**YECA GOVERNING BOARD**  
**Winters City Hall, 318 First St, Winters CA, 95694**  
**April 4, 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**

- a. Proclamation "National Public Safety Telecommunications Week April 8<sup>th</sup>-14<sup>th</sup>
- b. YECA 2017 Dispatcher of the Year "Laura Swink"
- c. YECA would like to thank the Yolo County Firefighters Association for their continued support and generous donation for a corporate sponsorship to this year's Dispatcher's Banquet

**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 February 7, 2018 Regular Meeting & February 23, 2018, Special Session – Closed Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. New Personnel Policy for Re-Hires

**6. Information Technology Division Re-Structure – Voted Item**

- a. Staff summary report explaining needs to re-adjust pay steps for IT Specialist I, eliminate IT Specialist II, and re-instate the position of the Systems Administrator position with no fiscal impact.

**7. Nokia Multi-Plexer Project Status Update for Microwave System – Info Only**

- a. Billy Keen to provide a completion update on the microwave project

**8. Closed Session**

Conference with Labor Negotiator (CG54957.6)

Agency Representative: Darrell Murray

Employee Organization: Yolo Communications Dispatchers Association (YCDA)

**9. Next Scheduled JPA Board Meeting May 2, 2018 – Location YECA**

**10. Items for Future Agenda**

- a. Text to 9-1-1
- b. Labor Negotiations

**11. Adjournment**

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before March 30, 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.yeca911.org/BoardCalendar2018.html>

  
\_\_\_\_\_  
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**

February 7, 2018

**MINUTES**

The YECA Governing Board met on Wednesday, February 7, 2018 at the Yolo Emergency Communications Agency, 35, N Cottonwood Street, Woodland. Chair Gary Fredericksen called the meeting to order at 2:06 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. 2018-12: Public Comment**

None

**Entry No. 3**

**Announcements –**

Leah Goodwin Operations Manager congratulated in receiving certification from National Emergency Number Association (NENA) earning her Emergency Number Professional (ENP).

Dena Humphrey, Executive Director presented- The ENP Certification demonstrates a mastery of the comprehensive knowledge base for emergency number program management and confirms her commitment to the 9-1-1 profession. Leah is the first Operations Manager in this Agency to receive the ENP certification. Chief Gary Fredericksen also added that it also helps to raise industry standards such as CALEA Accreditation - nice job Leah.

**Entry No. 4**

**Minute Order No. 2018-13; Approval of Agenda**

The Agenda approved as presented.

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

**Entry No. 5**

**Minute Order No. 2018-14; Approval of Consent Agenda**

The Consent Agenda approved as presented.

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

**Entry No. 6**

**Minute Order No. 2018-15;**

**Old Business - After- Hour Records Discussion – Requested by Chief McDonald**

Billy Keen IT Specialist II informational only- provided information on the benefits of a consolidated RMS system within the respective member police agencies and for the additional benefits for Dispatch staff of using just one system.

Board Member Tom Lopez addressed concerns in rising cost to the County due to duplication of efforts and the Sheriff department receives no benefits.

Dena Humphrey, Executive Director presented the manner following Board direction for the approval to be included in the budget process.

***Prior discussions & Approvals JPA Board Meetings:***

**August 2, 2017 Minutes: Entry No. 7-Minute Order No. 2017-32**

~YECA Staffing Proposal Addressing after Hour Records needs- **Information Only**

a. YECA Proposal to Staff After-Hours Records- Executive Director Dena Humphrey presented as noted in the proposal cost for (3) FTE Call Taker's is \$195,000, suggested 50/50 split ratio; 50% to the three member agencies for after-hour coverage and the remaining 50% allocated through normal means with the new accounting method to account for the other half of the time spent answering phones, running checks, assisting with resources to free up the Dispatchers.

**November 1, 2017 Minutes Entry No. 6 Minute Order No. 2017-40;**

~*Old Business - After-Hours Follow-up Discussion – Seeking Board Direction for Next Steps*

Executive Director Dena Humphrey presented After Hour Records summary of events and current standing.

Operations Manager Leah Goodwin stated latest update and has not been invited to attend any additional meetings with the Record Managers staff with other agencies. Executive Director Dena Humphrey asked for direction from the Board for next steps.

**Discussion:** Board member John Donlevy stated sufficient time has been given to all agencies to provide a solution and proposal to address additional staff needed for after-hours records. Therefore, so moves to accept YECA proposal and to add cost to upcoming budget.

**MOTION: Donlevy SECOND: Soler AYES: Fredericksen, Soler, Donlevy**

**Entry No. 7 YECA Dispatch Services Agreement for UC Davis Fire Department**

**Minute Order No. 2018-16;** Dena Humphrey, Executive Director presented

a. Staff Summary Report seeking approval to offer dispatch services to UCD Fire Dept.

**Motion Passed @ 2:27pm: Agenda Item: 7.a,**

The contract term is from July 1, 2018 – June 30, 2023. This agreement includes a 4% increase for each year of the five-year agreement and provides approximately \$70k of revenue per year to YECA. The contract was approved as to form through Yolo County Counsel's office and approved through UCD's Procurement & Contract Services Division. Full rates for services and one-time implementation costs are shown in Exhibit A, Service & Costs Plan.

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

**Entry No. 8**

**Closed Session**

Board Chair Gary Frederickson adjourned the meeting to Closed Session at 2:28 pm

- a. Conference with Labor Negotiator (CG54957.6) Agency Representative: Darrell Murray  
Employee Organization: Yolo Communications Dispatchers Association (YCDA) Conference  
with Labor Negotiator:

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

Open Session resumed 3:32pm

**Entry No. 9**

*March 7, 2018 JPA Board Meeting has been cancelled; Due to Special Closed Session Board Meeting Feb. 23, 2018;*

**Next Scheduled JPA Board Meeting April 4, 2018.**

**Entry No. 10**

**Items for Future Agenda**

- a. FY19 Budget Proposal
- b. Nokia Microwave Project Update
- c. New Personnel Policy for Re-Hires

**MOTION: McDonald SECOND: Donlevy**

**Meeting Adjourned 3:34 p.m.**

**Minutes submitted by: Eloise Austin, Recording Secretary**

**Agenda Item: 5.a**

**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)  
GOVERNING BOARD**

February 23, 2018

**MINUTES**

**SPECIAL CLOSED SESSION MEETING**

The YECA Governing Board met on Friday, February 23, 2018 at the Yolo Emergency Communications Agency, 35, N Cottonwood Street, Woodland. Chair Gary Fredericksen called the meeting to order at 1:01 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, Luis Soler, City of Woodland, Dena Humphrey, YECA Executive Director.

**ABSENT:** None

**Entry No.2 Closed Session**

- a. Conference with Labor Negotiator (CG54957-6)  
Agency Representative: Darrell Murray

Open Session resumed 1:44pm

**Next Scheduled JPA Board Meeting April 4, 2018 at 2:00pm Winters City Hall**

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

**Meeting Adjourned 1:46 p.m.**

**Minutes submitted by: Eloise Austin, Recording Secretary**

## STAFF REPORT

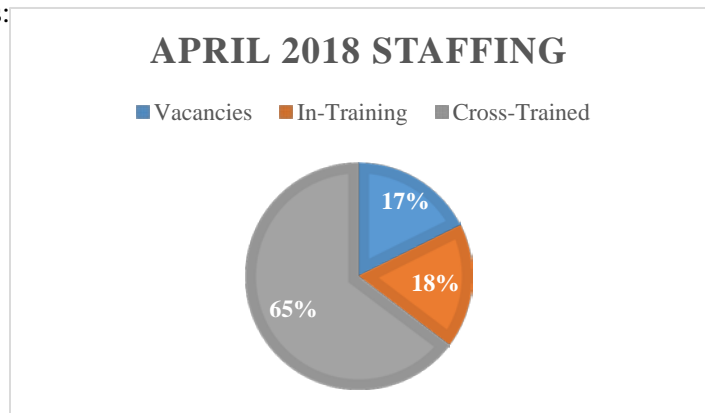
### Agenda Item: 5.b

**Date:** April 4, 2018  
**To:** YECA Governing Board  
**Thru:** Dena Humphrey, Executive Director  
**From:** Leah Goodwin, Operations Manager  
**Subject:** January & February combined Operations Division Report  
**Recommendation:** No action required; information only.  
**Summary:** Operations staff is currently engaged in the following:

### Staffing:

1. Out of 38 funded operations positions:

Classification	Funded	Vacant
Supervisor	4	0
Dispatcher III	4	0
Dispatcher I/II	26	6
Dispatch Assistant	4	0
<b>TOTAL</b>	<b>38</b>	<b>6</b>



- a. Karissa Merrill is in training on the Fire Console (3<sup>rd</sup> radio).
  - b. Shawanda Peoples successfully has completed training on the West Sacramento Police console and began training on Woodland Police Console April 1, 2018 (3<sup>rd</sup> radio).
  - c. Brenda Bryant has completed training on the West Sacramento Police console and begins training on the Fire Console May 1, 2018 (3<sup>rd</sup> radio).
  - d. New dispatch trainees Bethany Grace, Jennie Wilson and Rachael Nakasu have begun the call taking phase of their training.
2. Kimberly Jillson resigned while in training on the West Sacramento Police console (1<sup>st</sup> radio).
  3. We have closed recruitment for the June, 2018 academy. Interviews have been completed and 8 candidates are in-process.

**Statistical Information:**

Monthly Phone Statistics:

	<b>Jan</b>	<b>Feb</b>	<b>YTD</b>
9-1-1	3,979	3,778	7,757
7-Digit Emergency	614	590	1,204
AMR	97	75	172
West Sacramento	3,847	3,490	7,337
Winters	266	301	567
Woodland	4,612	4,291	8,903
Yolo	5,093	4,816	9,909
Outgoing	5,639	5,455	11,094
<b>TOTAL</b>	<b>24,147</b>	<b>22,796</b>	<b>46,943</b>

Monthly CAD Events:

	Jan	Feb	YTD
West Sacramento			
<b>TOTAL</b>	<b>5,915</b>	<b>5,344</b>	<b>11,259</b>
Winters			
<b>TOTAL</b>	<b>801</b>	<b>799</b>	<b>1,600</b>
Woodland			
<b>TOTAL</b>	<b>6,498</b>	<b>5,877</b>	<b>12,375</b>
Yolo			
<b>TOTAL</b>	<b>3,551</b>	<b>3,804</b>	<b>7,355</b>
Yocha Dehe			
<b>TOTAL</b>	<b>35</b>	<b>43</b>	<b>78</b>
Arbuckle			
<b>TOTAL</b>	<b>27</b>	<b>25</b>	<b>52</b>
Outside Agency/non-geo validated			
<b>TOTAL</b>	<b>43</b>	<b>85</b>	<b>128</b>
<b>TOTAL ALL CAD EVENTS</b>	<b>16,870</b>	<b>15,977</b>	<b>32,847</b>



Fire CAD Events:

	Jan	Feb	YTD
West Sacramento			
Fire	294	306	600
Medical	513	402	915
Winters			
Fire	51	78	129
Medical	27	13	40
Woodland			
Fire	322	350	672
Medical	422	324	746
Yolo			
Fire	350	880	1,230
Medical	77	75	152
Yocha Dehe			
Fire	4	14	18
Medical	31	29	60
Arbuckle			
Fire	13	12	25
Medical	14	13	27
Outside Agency/non-geo validated			
Fire	1	17	18

CLETS Inquires>Returns:

	Jan	Feb	YTD
Inquiries	37,154	33,930	71,084
Returns	60,046	54,836	114,882

Confidential Records Requests (Audio & CAD Print out):

Jan	Feb	YTD
196	62	258

After-Hours Records Entries:

	Jan	Feb	YTD
West Sacramento	337	325	662
Winters	44	40	84
Woodland	496	303	799
TOTAL	877	668	1545

## **Employee Recognition:**

2017 Dispatcher of the Year: Laura Swink, Dispatcher II

Laura began her career with YECA in 2015; she is a valuable member of our training team who was nominated by her peers based on her outstanding contributions to team building, innovation, performance, customer service, advancement of the profession and career and community involvement. Notably, her professional and caring demeanor, in support of her co-workers, citizens and member agency personnel. Laura will be honored at the annual Organization of Public Safety Telecommunicators banquet on April 6, 2018.

## **Projects:**

1. Training Officer Update - completed
2. Tactical Dispatcher Program
3. EMD-QA Implementation
  - a. IOP Revisions
  - b. Cardiac calls being reviewed
4. Policy Manual Revisions/Re-format – LAW Manual complete.
5. Evacuation Plan (Continuity of Operations)
6. Records After-Hours Responsibilities Group
  - a. Records Group formed and will meet quarterly.
7. Recruitment Plan
  - a. Candidate selection begun for June 2018 academy.
8. 2018 In-Service Training Plan
  - a. 2018 Law In-Service Training scheduled
  - b. CTO (Communications Training Officer) update scheduled
  - c. 2018 Pre and Post-Fire Season training in development
  - d. Funding for annual EMD training/exploring options
9. Mentoring Program
10. Radio Procedures Training
  - a. WSP training completed
11. UCD Fire Department Migration
12. Text to 9-1-1
13. National Public Safety Telecommunicators Week April 7-14, 2018

Agenda Item: 5.c

YECA BUDGET MANAGEMENT SUMMARY

2017 / 2018 As of 2/28/18

	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
<b>360 360-1 ADMINISTRATION</b>												
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	\$ -
Expenditures	\$ 101,557	\$ 242,728	\$ 316,144	\$ 427,128	\$ 818,920	\$ 893,046	\$ 1,003,820	\$ 1,163,459	\$ -	\$ -	\$ -	\$ -
Percent Expended	4%	10%	13%	18%	34%	37%	42%	49%	0%	0%	0%	0%
<b>360 360-2 OPERATIONS - DISPATCH</b>												
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	\$ -	\$ -	\$ -	\$ -
Percent Expended	6%	21%	24%	29%	42%	44%	49%	60%	0%	0%	0%	0%

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	\$ 4,084,834
Expenditures	\$ 334,580	\$ 1,084,235	\$ 1,286,036	\$ 1,628,351	\$ 2,540,711	\$ 2,675,414	\$ 3,011,039	\$ 3,616,428	\$ -	\$ -	\$ -	\$ -
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	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 4,084,834
Percent Expended	5%	17%	20%	25%	39%	41%	47%	56%	0%	0%	0%	0%
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	\$ 4,084,834	\$ 4,084,834
Realized Revenue	\$ 493,207	\$ 2,251,232	\$ 2,313,871	\$ 2,785,654	\$ 2,813,681	\$ 3,959,884	\$ 3,959,884	\$ 3,345,979	\$ -	\$ -	\$ -	\$ -
Unrealized Revenue	\$ 5,975,100	\$ 4,217,075	\$ 4,154,436	\$ 3,682,653	\$ 3,654,626	\$ 2,508,423	\$ 2,508,423	\$ 3,122,328	\$ 6,468,307	\$ 6,468,307	\$ 4,084,834	\$ 4,084,834
Percent Realized	8%	35%	36%	43%	43%	61%	61%	52%	0%	0%	0%	0%

## STAFF REPORT

**Agenda Item:** 5.d

**Date:** April 4, 2018

**To:** YECA Governing Board

**From:** Dena Humphrey, Executive Director

**Subject:** New Personnel Policy for Re-Hires

**Summary:**

This new policy establishes the process for considering former employees that are eligible for re-hire. The re-hire of former employees is beneficial and cost-effective in many areas. This new policy sets the framework and circumstances of how employees may be hired. The stated policy also benefits the agency following fair hiring practices by having an established policy in-place. Lastly, the policy was reviewed by Yolo County Counsel for legal form.

**INTERNAL OPERATING PROCEDURE 403**

**EMPLOYEE REHIRE PROCEDURES**

YECA employee rehire policy defines rules for rehiring former employees. The re-hire of former employees is beneficial and cost-effective. This policy will outline circumstances under which former employees might be rehired and any relevant guidelines.

This policy applies to former employees who left YECA on a permanent basis.

This policy does not apply to any employee on medical, parental or other type of long-term leave.

**ELEMENTS**

This policy does not prohibit any former employee from applying for any vacant position. The purpose is to outline which cases can be considered as eligible for rehire.

**ELIGIBILITY**

To be considered for rehire, former employees must have:

- Completed their probationary period; *or*
- Have successfully completed the training program for the position being hired; and
- Met performance standards

and should have left YECA for one of the of following reasons:

- Voluntary resignation
- Lay-offs
- Termination for reasons other than illegal or unethical behavior

**INELIGIBLE**

Employees who were terminated for cause or abandoned their job are not eligible for rehire. If there are acceptable reasons why those employers should be rehired, the Executive Director must first approve the decision. "Acceptable" reasons include but are not limited to:

- Court decisions that oblige YECA to rehire an employee
- Reliable proof that employees' conduct will no longer be problematic. In these cases, YECA will consider rehire, but does not guarantee it.

### EMPLOYEE STATUS AND BENEFITS

1. Employees who were working for YECA for less than six (6) months will be considered new hires if rehired. New hires are usually expected to undergo hiring and onboarding procedures, partly or entirely.
2. Employees who were employed with YECA for longer than six (6) months might not have to go through the same procedures as new hires.
  - a. If a former employee resigns from YECA and returns within twelve (12) months, the employee will serve an abbreviated probation period of 6 months (YCDA MOU 6.3) and shall be eligible for seniority reinstatement (YCDA MOU 21).

### EQUAL OPPORTUNITY

YECA provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity and expression, military and veteran status or genetic information. In addition to federal law requirements, YECA complies with applicable state and local laws governing nondiscrimination in employment. This applies to all terms and conditions of employment, including recruiting, hiring, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

YECA may, but is not required to, give preference to former employees who apply for positions compared with other candidates. This is a reasonable business practice, rehiring former employees allows YECA to save costs by reducing training expenditures who are familiar with YECA's needs.

### PROCEDURE

When a former employee applies for a position or contacts YECA about rehiring, the following procedure should be followed:

1. HR Administrator reviews personnel records to determine whether the employee is eligible for rehire.
  - a. If they are eligible, division managers determine if they are qualified for the vacant position.
  - b. If they aren't eligible, the HR Administrator will notify them.
2. If qualified, the HR Administrator will contact the former employee to make appropriate arrangements. These arrangements may include (but are not limited to) testing, an interview, background (complete or modified), psychological exam and medical.

## STAFF REPORT

**Agenda Item:** 6.a

**Date:** April 4, 2018  
**To:** YECA Governing Board  
**From:** Dena Humphrey, Executive Director  
**Subject:** Information Technology Division Re-Structure

**Summary:**

The agency is preparing and planning for the retirement of the IT Manager, Mike Bowler in mid-July. After considering agency needs in succession planning and retaining vital skillsets needed for a public safety technology setting, making a change is necessary. Adjusting the positions within the IT division for a re-structure will position the agency to retain specialized skill-sets and aid with continuity.

The re-structure will result initially in a cost savings with IT Specialist I and the IT Manager beginning at entry level steps. When all three positions advance to step 5 (approximately in 4 years), there would be a slight salary total cost increase of \$1,688, per year – encompassing all three positions. The recommendation is to adjust the pay grade of IT Specialist I, eliminate the IT Specialist II, and re-instate the Systems Administrator position.

Another consideration is to abide by CalPERS new ruling AB 1487 for “out of class pay” where employees can no longer exceed 960 hours per year with an “out of class pay.” Currently the IT Specialist II position receives this pay for being the liaison on radio issues. This pay went into effect, when the Radio Administrator position was eliminated. The attached updated job descriptions now reflect these additional duties assigned to both the Systems Administrator and the IT Manager position. The proposed re-structure would go into effect July 1<sup>st</sup> for the Systems Administrator and IT Manager position. The IT Specialist position would be advertised at the proposed salary range with an anticipated hire date of late June.

The summary of the overall proposed changes for the re-structure:

	Position	Monthly Salary Range	FLSA Status	Top Salary Difference	Standby Pay	Additional Benefit
Current:	IT Specialist I/II	\$53,268 - \$85,384	Non-Exempt		Y	
Proposed:	IT Specialist	\$62,150 - \$75,544	Non-Exempt	(\$9,840)	Y	N/A
Current:	IT Specialist I/II	\$53,268 - \$85,384	Non-Exempt		Y	
Proposed:	Systems Admin	\$79,321 - \$96,415	*Exempt	\$11,031	Y	*40hrs Admin
Current:	IT Manager	\$96,345 - \$117,083	Exempt		N	
Proposed:	IT Manager	\$101,236 - \$117,580	Exempt	\$497	N	N/A

#### Additional Benefits:

Back in 2003, the Agency established a standby pay for IT personnel to handle after hour IT support for all member users. The IT personnel are responsible for handling all after hours calls covering system network, dispatch consoles, (CAD, RMS, and Mobile) after their daily shift, weekends, and holidays. While on standby, they must have the ability to log into a computer and resolve issues and when needed, respond to the facility within 60 minutes. For their compensation they receive 1.5hrs of pay per (12hrs) for nights, weekends, and holidays.

The System Administrator position was changed to an exempt status for FLSA purposes due to the higher pay and higher level of technical duties and is subject to callouts. The 40hours Admin Leave compensates for the callouts and falls into line when the position was active years ago.

Click below for full job descriptions:

[Information Technology Manager](#)

[System Administrator](#)

[Information Technology Specialist](#)



## STAFF REPORT

**Agenda Item:** 7. a

**Date:** April 4, 2018  
**To:** YECA Governing Board  
**Thru:** Dena Humphrey, Agency Manager  
**From:** Billy Keen, IT Specialist II  
**Subject:** Nokia Multiplexer Project Completion Update

**Recommendation:** No Action Required; Information Only

**Summary:**

YECA's radio infrastructure consists of eight microwave/radio sites to provide a radio presence throughout Yolo County. The radio network includes Alcatel multiplexers at each radio site location. The multiplexer equipment takes the data from the radios and networking equipment at each radio site and places it into one single line of communication that can then be transported throughout the microwave network to the remaining radio sites.

Nokia (formally Alcatel-Lucent) notified YECA that the previously installed multiplexers would become obsolete and no longer be supported beginning in April 2018. In June 2016, YECA contracted with CSI Telecommunications to provide a recommendation for the replacement of the existing multiplexer equipment. In January 2017, CSI recommended staying with a Nokia solution due to service, maintenance and manageability with the other aspects of the radio network.

Nokia's initial quote started at \$750k, which was then negotiated down to a cost of \$354k. In June 2017, YECA signed a contract with Nokia for all equipment, engineering, installation services, and a three-year maintenance service agreement for a total cost of \$386k, including taxes. Spare equipment was included with the purchase to limit risk of any downtime in the case of unforeseen equipment failure.

YECA staff accompanied Nokia and CSI on initial site surveys August 2017. Following, in-depth weekly conference calls in Nov and Dec. Equipment installation promptly began at the eight radio sites and was later completed mid-Dec. Actual migration to the new multiplexer began late January and was successfully completed February 7, 2018.

The project was successfully completed with a seamless cutover, all while remaining on budget with a 1.7% savings from IT personnel performing final labeling of the new equipment. CSI was instrumental in the overall success of this project.