

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD**

**Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland, CA 95695
January 10, 2018
2:00 P.M. Public Session**

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

1. Call to Order (2:00 PM)

2. Public Comment *

Speakers must state their name and city of residence for the record and limit their remarks to three minutes. Members of the public audience may address the Governing Board on any item not on today's agenda. No response is required and no action can be taken, however, the Governing Board may add the item to the agenda of a future meeting.

3. Announcements

4. Approval of the Agenda

5. Consent Agenda

Consent Agenda items are considered to be routine and will be considered for adoption by one motion. There will be no separate discussion of these items unless a member of the Governing Board, member of the audience, or staff requests that the Governing Board remove an item. If an item is removed, it will be discussed in the order in which it appears on the Agenda.

- a. Approval of the Minutes from the November 1, 2017, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update

6. FY16/17 External Audit Presentation by Richardson & Company, CPA's

- a. FY16/17 Fiscal Audit Report – Attachment

7. Closed Session

Conference with Labor Negotiator (CG54957.6)

Agency Representative: Darrell Murray

Employee Organization: Yolo Communications Dispatchers Association (YCDA)

8. Next Scheduled JPA Board Meeting February 7, 2017

9. Items for Future Agenda

- a. Annual Calls for Service Report
- b. Employment Hiring Policies
- c. UCD Fire Status Update
- d. Labor Negotiations

10. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before January 5, 2018 on the bulletin board outside of the Yolo County Board of Supervisors Chambers, Erwin Meier Administration Center, 625 Court St., Woodland, California and on the agency website: <http://www.yolo911.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**

November 1, 2017

MINUTES

The YECA Governing Board met on Wednesday, November 1, 2017 at Yolo Emergency Communications Agency, 35 N Cottonwood Street, Woodland. Chairperson Gary Fredericksen called the meeting to order at 2:01 p.m.

PRESENT: Primary Board Members: Gary Fredericksen, Yocha Dehe Wintun Nation, John Donlevy, City of Winters, Luis Soler, City of Woodland, Dena Humphrey, YECA Executive Director.

ABSENT: Tom McDonald, City of West Sacramento, Tom Lopez, Yolo County

Entry No.2 Public Comment –None

Entry No. 3 Announcements -None

Entry No. 4

Minute Order No. 2017-38; Approval of Agenda

The Agenda approved as presented.

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

Entry No. 5 Minute Order No. 2017-39; Approval of Consent Agenda

- a. Approval of the Minutes from the October 4, 2017, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update

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

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

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.

Entry No. 7

Minute Order No. 2017-41; University of Davis Fire Department Inquiring YECA for Dispatch Services

- a. UCD Fire Chief Trauernicht Seeking Board Approval to Continue Discussions W/YECA Dispatch Services

Executive Director Dena Humphrey Introduced UCD Fire Chief Trauernicht. Chief Trauernicht asked for consent and approval from the Board to carry on formal discussions with YECA for dispatch services. The technology and resources YECA has along with other county resources is a good opportunity for UCD Fire to come aboard.

Discussion: Chair Gary Fredericksen sees a benefit to support UCD Fire Station and is in agreement with YECA to move forward with the inquiry for Dispatch services.

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

Entry No. 8

Next Scheduled JPA Board Meeting –

~December 6, 2017 - *Due to absences JPA Board Meeting cancelled.* Next regular JPA Board Meeting January 10, 2018 at 2:00 p.m.

Special Board meeting ~Closed Session~

- Labor Negotiations held at 35 N Cottonwood St, Woodland **December 13, 2017 at 2:00 PM.**

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

- *Note: *December 13, 2017 Special Session was canceled due to a lack of quorum*

Entry No. 9

Items for Future Agenda

-External Annual Financial Audit

Meeting was Adjourned at 2:13pm

Minutes submitted by: Eloise Austin, Recording Secretary

STAFF REPORT

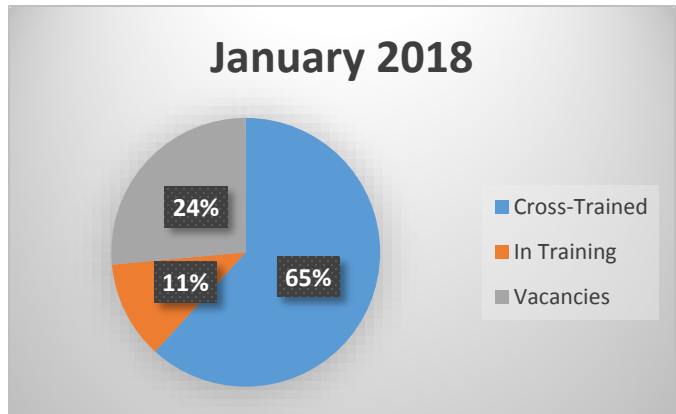
Agenda Item: 5.b

Date: January 10, 2018
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
From: Leah Goodwin, Operations Manager
Subject: October & November 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	1
Dispatcher I/II	26	8
Dispatch Assistant	4	0
TOTAL	38	9



- a. Karissa Merrill successfully completed training on the Yolo County Sheriff/Winters Police console (2nd radio).
 - b. Shawanda Peoples successfully completed training on the Yolo County Sheriff/Winters Police console and is scheduled to begin training on the West Sacramento Police console January 7, 2018 (2nd radio).
 - c. Katie Gonzalez has completed cross-training on all consoles.
 - d. Brenda Bryant has completed training on the Woodland Police console (1st radio) and is scheduled to begin training on the West Sacramento Police console January 23, 2018.
 - e. Kimberly Jillson has begun training on the West Sacramento Police console (1st radio).
 - f. Elaine Maher, Dispatcher II, resigned and accepted a lateral position with Benicia Police.
2. We have 4 applicants in the background portion of the selection process, successful applicants will begin in the in-house training academy January 21, 2018.
 3. We have begun recruitment activities for the next scheduled in-house academy in June 2018 and plan for a 3rd academy in October 2018.

Statistical Information:

Monthly Phone Statistics:

Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	TOTAL
7 Digit Emerg	563	629	593	615	700	750	977	820	835	894	647	8,023
911	3,206	3,576	4,175	4,026	4,445	4,813	5,195	4,831	4,593	4,685	4,197	34,267
WSP Non-Emerg	3,631	4,142	4,862	4,405	5,156	4,677	4,537	4,435	4,167	4,378	3,831	48,221
WDP Non-Emerg	3,548	4,137	4,739	4,845	5,302	5,257	5,727	5,536	5,423	6,058	4,838	55,410
Yolo Non-Emerg	1,602	1,769	1,975	1,785	1,958	1,888	2,540	2,372	2,373	1,570	1,058	20,890
WNP Non-Emerg	354	399	372	436	498	422	362	407	452	340	290	4,332
Comm Non-Emerg	2,814	3,207	3,845	3,378	3,818	3,833	3,027	3,066	2,938	4,342	4,525	38,793
AMB	119	123	114	120	120	134	140	132	105	153	123	1,383
Outgoing	5,185	5,642	6,041	5,881	5,986	6,671	6,373	6,433	6,312	6,228	5,659	66,411
TOTAL	21,022	23,624	26,716	25,491	28,373	28,445	28,878	28,032	27,198	28,648	25,168	237,779

Monthly CAD Events:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD	% change
Yolo County	3,658	3,202	3,632	3,363	3,384	3,154	2,964	3,120	3,432	3,539	3,668	37,116	4%
Woodland	5,085	4,682	5,868	5,500	6,319	6,192	6,177	6,522	5,983	6,376	5,521	64,225	-13%
Winters	658	573	581	518	644	522	575	590	630	588	602	6,481	2%
West Sacramento	5,969	5,267	6,002	5,757	6,129	6,268	6,342	6,673	5,963	6,012	5,527	65,909	-8%
Animal Control	671	592	710	759	779	784	722	727	698	659	615	7,716	-7%
Yocha Dehe	36	38	35	35	37	36	40	33	39	43	28	400	-35%
Arbuckle	31	24	27	34	43	36	42	40	46	61	43	427	-29%
Misc						59	46	67	61	67	64		
TOTAL	16,108	14,378	16,855	15,966	17,335	17,051	16,908	17,772	16,852	17,345	16,068	149,225	-7%

Fire CAD Events:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	YTD	% change
Medical	1,109	887	950	994	1,045	1,045	993	987	952	948	845	10,755	-11%
Other Fire	1,202	1,085	1,579	1,362	1,365	1,298	1,172	1,091	1,304	1,490	1,570	14,518	5%
TOTAL	2,311	1,972	2,529	2,356	2,410	2,343	2,165	2,078	2,256	2,438	2,415	25,273	

CLETS Inquires>Returns:

	Jan	Feb	March	Apr	May	Jun	July	Aug	Sep	Oct	Nov
Inquiries	34,023	33,434	31,792	35,394	36,464	35,698	35,658	39,572	38,237	34,282	35,176
Returns Read	54,986	54,034	51,380	57,202	58,931	57,693	57,628	63,954	61,796	55,405	56,849

Confidential Records Requests (Audio & CAD Print out):

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	% change
Requests Processed	90	61	150	114	134	129	122	125	65	159	195	18%

After-Hours Records Entries:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	% change	YTD
Agency	Entries	Entries	Entries	Entries	Entries	Entries	Entries	Entries	Entries	Entries	Entries	change	
WDP	366	392	576	401	321	430	343	507	442	503	375	-25%	4,655
WNP	14	8	26	5	14	6	22	6	44	43	30	-30%	217
WSP	402	299	249	326	368	366	309	451	370	329	276	-16%	3,745
TOTAL	781	699	851	732	703	802	674	964	856	875	681	-22%	8,618

Employee Recognition:

Projects:

1. Training Committee/ Training Officer Program
2. Tactical Dispatcher Program
3. EMD-QA Implementation
 - a. IOP Revisions
 - b. Cardiac calls being reviewed
 - i. November & 1st ½ of December calls reviewed.
4. EMD Refresher Training Completed.
5. IOP Review
 - a. Recruitment/Selection
6. Policy Manual Revisions/Re-format – 1st Draft (LAW) completed and in review.
7. Evacuation Plan (Continuity of Operations)
8. Records After-Hours Responsibilities Group
 - a. 10/17/2016: Met with Records Manager Group (excluding Winters PD, unable to attend)
 - b. 10/25/2016: Data requested provided to Lorrie Marin, YSO for review.
 - c. 11/10/2016: Additional data provided to Woodland & Davis PD.
 - d. 12/15/2016: Additional data provided to Lorrie Marin, YSO.

- e. April JPA Board meeting YSO proposal submitted to Board.
 - f. YECA's proposal presented.
 - g. Records Group formed and will meet quarterly.
9. ENP – scheduled for 1/16/2018.
10. Recruitment Plan
- a. Applicants in background for January 2018 academy.
 - b. Recruitment begun for June 2018 academy.
 - c. October 2018 academy planned.
11. Staffing Study
12. 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
13. Mentoring Program
14. Radio Procedures Training
- a. WSP Sergeant's meeting completed.
 - b. WSP In-service training scheduled for December (postponed at the request of WSP).
 - c. Rescheduled for March 2018.
15. Re-hire IOP revisions

Agenda Item: 5.c

YECA BUDGET MANAGEMENT SUMMARY

2017 / 2018 As of 12/31/17

	8% JUL-17	17% AUG-17	25% SEPT-17	33% OCT-17	42% NOV-17	50% DEC-17	58% JAN-18	67% FEB-18	75% MAR-18	83% APR-18	92% MAY-18	100% JUN-18
360 360-1 ADMINISTRATION												
Appropriations	\$ 2,383,473	\$ 2,383,473	\$ 2,383,473	\$ 2,383,473	\$ 2,383,473	\$ 2,383,473	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 101,557	\$ 242,728	\$ 316,144	\$ 427,128	\$ 818,920	\$ 893,046	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	4%	10%	13%	18%	34%	37%	0%	0%	0%	0%	0%	0%
360 360-2 OPERATIONS - DISPATCH												
Appropriations	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	6%	21%	24%	29%	42%	44%	0%	0%	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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 334,580	\$ 1,084,235	\$ 1,286,036	\$ 1,628,351	\$ 2,540,711	\$ 2,675,414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 6,133,727	\$ 5,384,072	\$ 5,182,271	\$ 4,839,956	\$ 3,927,596	\$ 3,792,893	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	5%	17%	20%	25%	0%	0%	0%	0%	0%	0%	0%	0%
Estimated Revenue	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Realized Revenue	\$ 493,207	\$ 2,251,232	\$ 2,313,871	\$ 2,785,654	\$ 2,813,681	\$ 3,959,884	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Revenue	\$ 5,975,100	\$ 4,217,075	\$ 4,154,436	\$ 3,682,653	\$ 3,654,626	\$ 2,508,423	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	8%	35%	36%	43%	43%	61%	0%	0%	0%	0%	0%	0%