

**AGENDA  
REGULAR MEETING  
YECA GOVERNING BOARD**

**Woodland Police Department, 1000 Lincoln Ave, “Community Room,” Woodland, CA 95695  
November 14, 2019  
2:00 P.M. Public Session**

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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**

- a. 2019 Northern CA APCO Preston Thomson Award of Excellence – Charles Keasler
- b. Fire Chief Gary Fredericksen Resolution of Appreciation for Serving as Chair & Board Member

**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 October 2, 2019, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 2019 3<sup>rd</sup> Quarter – Dispatch to Que Report
- e. YECA Discrimination & Harassment Policy
- f. Payroll Third-Party Provider Change Update

**6. Old Business – Information Only**

- a. General discussion on countywide Records Management System
- b. Radio project update for Rumsey Radio Site

**7. YECA Building Architectural Assessment & Structural Analysis – Info Only**

- a. Presentation from Comstock Johnson Architects, Dan Eriksson AIA, Principal providing assessment details for consideration of a remodel and expansion of the building
- b. YECA Facility Condition Assessment & Expansion Study, dated Nov 7, 2019

**8. Motorola Radio Consoles Grant Submittal – Voted Item**

- a. Staff summary outlining grant submittal to Yocha Dehe Community Grant for Dispatch consoles to equip two work stations

**9. CAD Interface for IP Based Toning for Member Agency Fire Departments – Voted Item**

- a. Staff summary outlining the features IP base toning offers to the Fire departments and costs

**10. YECA Co-Chair Assignment – Voted Item**

- a. Election for Co-Chair assignment for FY20

**11. Next Scheduled JPA Board Meeting – Proposal February 5, 2019**

**12. Items for Future Agenda**

- a. Mission Critical Continuity of Operations Assessment & Presentation
- b. FY19 External Annual Audit of Financials - CPA Presentation
- c. 2019 Calls for Service Report
- d. New Accounting System Project Update

**13. Adjournment**

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before November 8, 2019 on the bulletin board outside of the Yolo County, Erwin Meier Administration Center, 625 Court St., Woodland, California and on the agency website:

<http://www.yolo911.org/board-meetings>



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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. \*\*

YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)  
GOVERNING BOARD

October 2, 2019

MINUTES

The YECA Governing Board met on Wednesday October 2, 2019 at the Woodland Police Department 1000 Lincoln Ave – Community Room, Woodland. Chair Tom McDonald called the meeting to order at 2:00 p.m.

PRESENT: **Primary Board Members:** Tom McDonald, City of West Sacramento, Derrek Kaff, City of Woodland, John Donlevy, City of Winters, Gary Fredericksen, Yocha Dehe Wintun Nation, Dena Humphrey, YECA Executive Director,

ABSENT: Tom Lopez, Yolo County

**Entry No. 2**

**Minute Order No. 2019-39; Approval of the Agenda**

The Agenda approved as presented

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

**Entry No. 3**

**Minute Order No. 2019-40; Announcements**

Chair Tom McDonald, Police Chief of West Sacramento Police Department, announced his retirement effective November 1, 2019. Board Member Gary Fredericksen on behalf of the JPA Board expressing thanks, appreciation for his time and service on the JPA Board and presented Chair Tom McDonald with commemorative plaque & flowers.

-Chair McDonald expressed his thanks, appreciation and gratitude for the 911 Dispatchers on their contribution on every call; he also thanked YECA Director Dena Humphrey for everything she has contributed serving on the board.

**Entry No. 4**

**Minute Order No. 2019-41; Public Comment - None**

*Note: Board member Gary Fredericksen motioned to jump ahead to skip Item #5 Consent Agenda Item #6a,6b and move to Item#6.c, Voted- Item #7, Voted-Item#8 then return to tabled items. - Board so moved to table Item#5, Item#6a, 6b and return for review.*

**Entry No. 5**

**Minute Order No 2019-45 -Consent Agenda – approved as presented**

- a. Approval of the Minutes from the September 4, 2019, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update is not available pending FY20 Budget uploads
- d. Agency FY19 Surplus Report & FY20 Capital Asset Removal List

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

**Minute Order No. 2019-42 - Old Business – Information Only**

6. c. General discussion on YECA Building – Dena Humphrey presented – At last Board Meeting Sept 2, 2019 Hosted the City Managers on a tour of the 911 Dispatch facility. As agreed provided city managers assessment reports of new building and options of different sites. Met with Board member John Donlevy on repurposing existing building for possibly ½ the cost instead

of moving to a different site. Dena Humphrey met with the Comstock Johnson Architects obtained a quote of \$11,474 for their professional services and will provide a report with assessment on November 6, 2019 JPA Board Meeting. Board gave concurrence of expenditure for architects professional services.

**Minute Order No. 2019-46 - Old Business – Information Only**

6. a. General discussion on countywide Records Management System – Billy Keen presented - informational only. No changes, agencies will not be interfacing RMS at this time.
- b. Radio project update for Rumsey Radio Site- Billy Keen presented – Solar site up and running, has coverage up to 3 miles beyond the county line. Adding and reprogramming another channel to be labeled “Rumsey Repeater”; to avoid confusion with WDL/TAC & Interop channels. Currently streamlining policies and procedures for rural fire departments and Sheriff.

**Minute Order No. 2019-43 -YECA Dispatch Staffing Status & Projections – Voted Item-Approved**

7. a. Staff summary outlining staffing recommendations for an over-hire for operational needs – Dena Humphrey presented – YECA is experiencing trending losses due to retirements and natural attrition rates due to industry trends, while countering an 18-month training time period to regain losses; recommending an approval to over-hire for two positions over a 3-year period, utilizing intermittent salary savings

Discussion: Co-chair Kaff would like to see quarterly reports to monitor the status of the recommendation.

**MOTION: Fredericksen SECOND: Donlevy AYES: Kaff, McDonald, Donlevy, Fredericksen with Quarterly reports.**

**Minute Order No. 2019-44 -Continuity of Operations Plan Review (COOP)– Voted Item- Approved**

8. a. Staff summary outlining Mission Critical Partners proposal to review YECA’s COOP
- b. Mission Critical Partners Proposal, dated September 23, 2019 - Dena Humphrey presented  
Recommending board approval to engage contract with Mission Critical Partners, as a third party to review YECA’s proposed COOP for technical design, operational readiness in the event of a building evacuation & recommendations. Woodland PD would be the primary site in the event of an evacuation; Woodland PD not in the flood zone and is designed to handle Emergency Operations. Cost of project would not exceed \$19,200; the unbudgeted cost will be absorbed within this year’s budget with an offset in savings from one-time projects.

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

*Returned to review Consent Agenda item #5 and Old Business Item #6a, 6b:*

**9. Next Scheduled JPA Board Meeting November 6, 2019 at Woodland Police Department 1000 Lincoln Ave, Woodland**

**10. Items for Future Agenda**

- a. YECA Building
- b. Mobile App for Field Op’s Update

**Entry No. 11**

**Adjournment**

Meeting Adjourned 2:41pm

Minutes submitted by: Eloise Austin, Recording Secretary

## STAFF REPORT

**Agenda Item:** 5.b

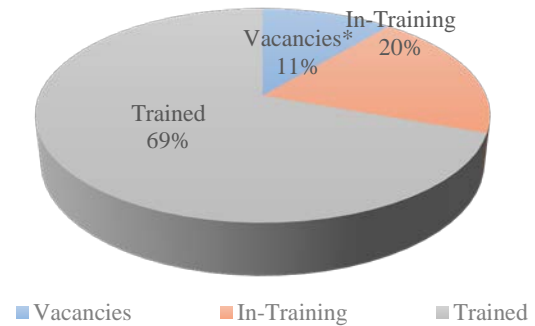
**Date:** November 14, 2019  
**To:** YECA Governing Board  
**Thru:** Dena Humphrey, Executive Director  
**From:** Leah Goodwin, Operations Manager  
**Subject:** September Operations Division Report  
**Recommendation:** No action required; information only.  
**Summary:** Operations staff is currently engaged in the following:

**Staffing:**

1. Out of 39 funded operations positions:

Classification	Filled	Funded	Vacant
Supervisor	4	4	0
Dispatcher III	4	4	0
Dispatcher I/II	22	26	4
Dispatch Assistant	4	5	1
<i>Over Hire</i>	<i>0</i>	<i>2</i>	<i>2</i>
<b>TOTAL</b>	36	39	5

November 2019 Staffing



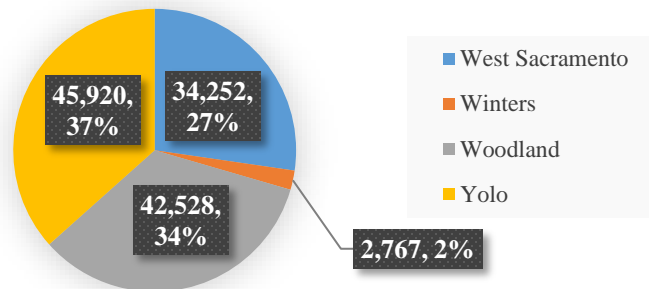
- a. Sarah Roccaforte completed training on the West Sacramento Police console (3rd radio) and is scheduled to begin training on the Fire console December 11, 2019.
  - b. Morgan Boston has completed training on the West Sacramento Police console.
  - c. Connie Kenton has completed training on the Yolo Sheriff/Winters Police console and has begun training on the Fire console (4<sup>th</sup> & final radio) August 25, 2019.
  - d. Tony Frasier has completed training on the Woodland Police console (1<sup>st</sup> radio).
  - e. Nicole Hogan has completed training on the Woodland Police console (1<sup>st</sup> radio).
  - f. New trainees: Lauren Katz, Michelle Pineda and Madison Bowers have begun their on the floor call taking training.
2. YECA has four applicants in the background portion of the selection portion of recruitment for the December 8, 2019 in-house academy.
  3. YECA has been provided notice of two (2) retirements in 2020.

**Statistical Information:**

Monthly Phone Statistics:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD
9-1-1	4,138	3,792	4,378	4,440	4,903	4,870	5,230	5,061	4,921	41,733
7-Digit Emergency	950	793	914	886	899	1,027	984	946	1,024	8,423
AMR	65	60	90	73	89	93	98	77	81	726
West Sacramento	3,612	3,285	3,757	3,802	3,665	3,767	3,961	4,288	4,115	34,252
Winters	271	247	282	335	313	329	342	332	316	2,767
Woodland	4,595	3,852	4,596	4,769	5,043	4,820	5,183	4,870	4,800	42,528
Yolo	5,399	4,699	5,208	5,294	5,358	5,020	5,066	4,914	4,962	45,920
Outgoing	5,599	5,201	5,937	5,626	6,088	6,056	6,155	6,258	6,134	53,054
<b>TOTAL</b>	<b>24,629</b>	<b>21,929</b>	<b>25,162</b>	<b>25,225</b>	<b>26,358</b>	<b>25,982</b>	<b>27,019</b>	<b>26,746</b>	<b>26,353</b>	<b>229,403</b>

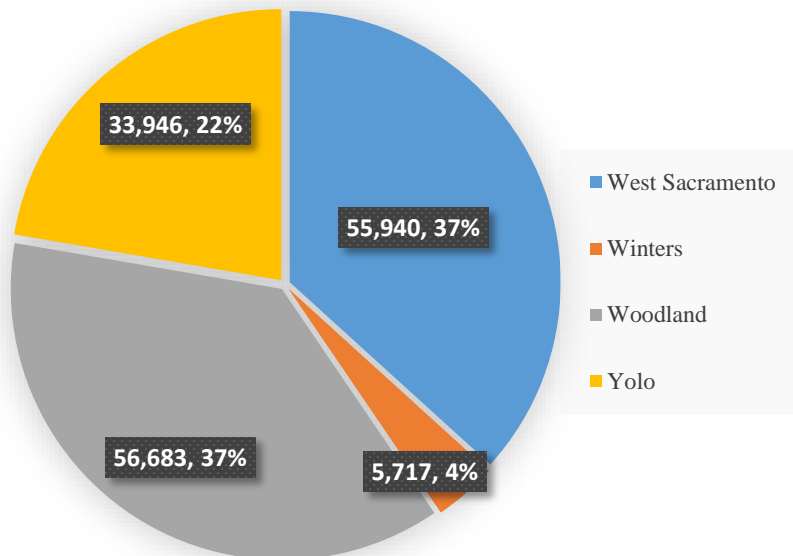
### 2019 YTD Incoming Non-Emergency Lines



Monthly CAD Events:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD
West Sacramento										
<b>TOTAL</b>	<b>5,916</b>	<b>5,354</b>	<b>6,339</b>	<b>6,156</b>	<b>6,301</b>	<b>6,413</b>	<b>6,480</b>	<b>6,610</b>	<b>6,371</b>	55,940
Winters										
<b>TOTAL</b>	<b>570</b>	<b>453</b>	<b>531</b>	<b>686</b>	<b>639</b>	<b>655</b>	<b>785</b>	<b>774</b>	<b>624</b>	5,717
Woodland										
<b>TOTAL</b>	<b>5,787</b>	<b>4,985</b>	<b>6,217</b>	<b>6,385</b>	<b>6,579</b>	<b>6,702</b>	<b>6,999</b>	<b>6,694</b>	<b>6,335</b>	56,683
Yolo										
<b>TOTAL</b>	<b>3,938</b>	<b>3,682</b>	<b>3,634</b>	<b>3,842</b>	<b>3,613</b>	<b>3,625</b>	<b>3,811</b>	<b>4,008</b>	<b>3,793</b>	33,946
Yocha Dehe										
<b>TOTAL</b>	<b>48</b>	<b>42</b>	<b>34</b>	<b>34</b>	<b>55</b>	<b>47</b>	<b>38</b>	<b>33</b>	<b>41</b>	372
Arbuckle										
<b>TOTAL</b>	<b>50</b>	<b>36</b>	<b>38</b>	<b>34</b>	<b>33</b>	<b>42</b>	<b>42</b>	<b>43</b>	<b>36</b>	354
Outside Agency/non-geo validated										
<b>TOTAL</b>	<b>83</b>	<b>44</b>	<b>88</b>	<b>60</b>	<b>66</b>	<b>88</b>		<b>49</b>	<b>68</b>	546
UCD										
<b>TOTAL</b>	<b>111</b>	<b>103</b>	<b>92</b>	<b>107</b>	<b>99</b>	<b>91</b>	<b>82</b>	<b>102</b>	<b>130</b>	917
<b>GRAND TOTAL</b>	<b>16,503</b>	<b>14,699</b>	<b>16,973</b>	<b>17,304</b>	<b>17,385</b>	<b>17,663</b>	<b>18,237</b>	<b>18,313</b>	<b>17,398</b>	<b>154,475</b>

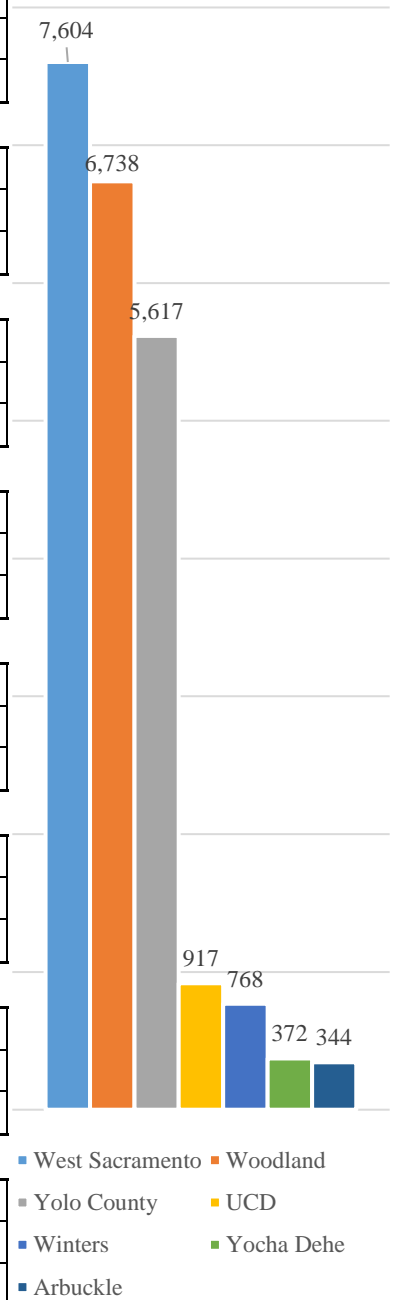
### 2019 YTD CAD Events



Fire CAD Events:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD
<b>West Sacramento</b>										
Fire	414	290	318	373	323	399	393	351	372	3,233
Medical	468	449	504	491	505	507	496	459	492	4,371
<b>TOTAL</b>	<b>882</b>	<b>739</b>	<b>822</b>	<b>864</b>	<b>828</b>	<b>906</b>	<b>889</b>	<b>810</b>	<b>864</b>	<b>7,604</b>
<b>Winters</b>										
Fire	61	76	52	97	40	45	37	46	43	497
Medical	39	16	29	39	34	24	31	34	25	271
<b>TOTAL</b>	<b>100</b>	<b>92</b>	<b>81</b>	<b>136</b>	<b>74</b>	<b>69</b>	<b>68</b>	<b>80</b>	<b>68</b>	<b>768</b>
<b>Woodland</b>										
Fire	342	358	348	384	399	371	375	346	368	3,291
Medical	350	350	445	414	398	347	373	375	395	3,447
<b>TOTAL</b>	<b>692</b>	<b>708</b>	<b>793</b>	<b>798</b>	<b>797</b>	<b>718</b>	<b>748</b>	<b>721</b>	<b>763</b>	<b>6,738</b>
<b>Yolo</b>										
Fire	440	610	512	811	488	486	399	478	468	4,692
Medical	120	67	116	134	157	72	79	99	81	925
<b>TOTAL</b>	<b>560</b>	<b>677</b>	<b>628</b>	<b>945</b>	<b>645</b>	<b>558</b>	<b>478</b>	<b>577</b>	<b>549</b>	<b>5,617</b>
<b>Yocha Dehe</b>										
Fire	12	15	12	11	17	11	18	11	16	123
Medical	36	27	22	23	38	36	20	22	25	249
<b>TOTAL</b>	<b>48</b>	<b>42</b>	<b>34</b>	<b>34</b>	<b>55</b>	<b>47</b>	<b>38</b>	<b>33</b>	<b>41</b>	<b>372</b>
<b>Arbuckle</b>										
Fire	35	19	18	18	12	31	23	27	19	202
Medical	15	17	20	16	21	11	19	16	17	152
<b>TOTAL</b>	<b>40</b>	<b>36</b>	<b>38</b>	<b>34</b>	<b>33</b>	<b>42</b>	<b>42</b>	<b>43</b>	<b>36</b>	<b>344</b>
<b>UCD</b>										
Fire	65	58	58	54	52	58	50	70	89	554
Medical	46	45	34	53	47	33	32	32	41	363
<b>TOTAL</b>	<b>111</b>	<b>103</b>	<b>92</b>	<b>107</b>	<b>99</b>	<b>91</b>	<b>82</b>	<b>102</b>	<b>130</b>	<b>917</b>
<b>ALL</b>										
Fire	1,369	1,368	1,260	1,694	1,279	1,343	1,295	1,329	1,329	12,266
Medical	1,028	926	1,136	1,117	1,217	1,030	1,050	1,037	1,076	9,617
<b>TOTAL</b>	<b>2,397</b>	<b>2,294</b>	<b>2,396</b>	<b>2,811</b>	<b>2,496</b>	<b>2,373</b>	<b>2,345</b>	<b>2,366</b>	<b>2,405</b>	<b>21,883</b>

**2019 YTD Fire Events**





CLETS Inquires>Returns:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD
Inquiries	35,218	32,321	38,049	40,723	38,296	40,811	40,321	40,582	38,280	<b>344,601</b>
Returns	56,917	52,235	61,493	65,814	61,892	65,956	65,164	65,586	61,866	<b>556,923</b>

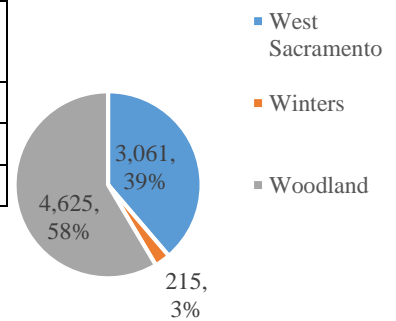
Confidential Records Requests (Audio & CAD Print out):

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD
132	62	158	117	165	158	170	165	136	<b>1,263</b>

After-Hours Records Entries:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD
West Sacramento	354	251	337	330	335	362	323	349	420	3061
Winters	9	14	17	36	59	24	25	10	21	215
Woodland	431	373	469	523	536	637	559	474	623	4625
<b>TOTAL</b>	<b>794</b>	<b>638</b>	<b>823</b>	<b>889</b>	<b>930</b>	<b>1,023</b>	<b>907</b>	<b>833</b>	<b>1,064</b>	<b>7,901</b>

2019 YTD Records Entries



Text to 9-1-1:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD
<b>TOTAL</b>	<u>15</u>	<u>10</u>	<u>15</u>	<u>10</u>	<u>9</u>	<u>15</u>	<u>15</u>	<u>12</u>	<u>15</u>	<b>116</b>

ROSS Orders/Entries (new report item):

**2018 YTD TOTAL 107**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD
ROSS	0	0	0	0	0	21	1	5	7	<b>34</b>

**Projects:**

1. EMD-QA
  - a. Quality Assurance reviews occurring weekly
2. Policy Manual Revisions/Re-format – FIRE Manual
3. Records After-Hours Responsibilities Group
4. Recruitment
  - a. Next academy scheduled begins December 8, 2019 (4 in background) & June 28 2020 (testing begins November 2019)
5. Staffing Analysis & Forecasting
6. 2020 In-Service Training Plan
  - a. Annual training topics

- i. Emotional Intelligence (all staff over next 24 months)
    - ii. Customer Service (all staff over next 24 months)
    - iii. Tactical Dispatch
    - iv. Active Shooter
  - b. Dispatcher in Charge monthly update training (in progress)
- 7. Radio Procedures Training
  - a. WSP training completed, scheduling again in Jan, 2020
  - b. WPD (1 session complete, 4 sessions scheduled in Nov, 2019)
- 8. Scheduling software research & selection
- 9. Learning Management software review
- 10. RapidLite Rapid Deploy Project (completion anticipated in Nov, 2019)
- 11. CalOES GIS Pilot Project
- 12. Central Square CAD upgrade to new queues
- 13. Vacation picks 2020
- 14. Succession Planning

Agenda Item: 5.c

YECA BUDGET MANAGEMENT SUMMARY

2019 / 2020 As of 10/31/19

	8% JUL-19	17% AUG-19	25% SEPT-19	33% OCT-19	42% NOV-19	50% DEC-19	58% JAN-20	67% FEB-20	75% MAR-20	83% APR-20	92% MAY-20	100% JUN-20
<b>360 3601-8350 ADMINISTRATION</b>												
Appropriations	\$ 1,649,919	\$ 1,649,919	\$ 1,649,919	\$ 1,649,919	\$ 1,649,919	\$ 1,649,919	\$ 1,649,919	\$ 1,649,919	\$ 1,649,919	\$ 1,649,919	\$ 1,649,919	\$ 1,649,919
Expenditures	\$ 126,557	\$ 237,892	\$ 337,341	\$ 610,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	8%	14%	20%	37%	0%	0%	0%	0%	0%	0%	0%	0%
<b>360 3602-8351 OPERATIONS - DISPATCH</b>												
Appropriations	\$ 4,163,301	\$ 4,163,301	\$ 4,163,301	\$ 4,163,301	\$ 4,163,301	\$ 4,163,301	\$ 4,163,301	\$ 4,163,301	\$ 4,163,301	\$ 4,163,301	\$ 4,163,301	\$ 4,163,301
Expenditures	\$ 434,640	\$ 757,038	\$ 1,019,199	\$ 1,296,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	10%	18%	24%	31%	0%	0%	0%	0%	0%	0%	0%	0%
<b>360 3601-8356 INFORMATION TECHNOLOGY</b>												
Appropriations	\$ 681,290	\$ 681,290	\$ 681,290	\$ 681,290	\$ 681,290	\$ 681,290	\$ 681,290	\$ 681,290	\$ 681,290	\$ 681,290	\$ 681,290	\$ 681,290
Expenditures	\$ -	\$ 72,952	\$ 301,416	\$ 348,968	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	0%	11%	44%	51%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL for all budget units - B/U 360-1 Administration; 360-2 Operations Dispatch; 3601-8356-Information Technology</b>												
Appropriations	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510
Expenditures	\$ 561,197	\$ 1,067,882	\$ 1,356,541	\$ 1,906,330	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 5,933,313	\$ 5,426,628	\$ 5,137,969	\$ 4,588,180	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510
Percent Expended	9%	16%	21%	29%	0%	0%	0%	0%	0%	0%	0%	0%
Estimated Revenue	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510
Realized Revenue	\$ 1,588,411	\$ 2,483,833	\$ 2,998,928	\$ 4,584,020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Revenue	\$ 4,906,099	\$ 4,010,677	\$ 3,495,582	\$ 1,910,490	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510	\$ 6,494,510
Percent Realized	24%	38%	46%	71%	0%	0%	0%	0%	0%	0%	0%	0%

updated 11/6/19



### Quarter 3, 2019 Fire Call Statistics

#### Call Processing Time - All Fire Calls

Average Seconds from First Keystroke to Pending Queue Entry												
PRIORITY	WDL		WNF		WSF		YDF		County		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
Code 2	45	456	50	30	49	586	42	6	62	124	49	1,202
Code 3	60	1,403	59	148	59	1,815	44	99	62	848	60	4,313

#### Queue Entry to First Unit Dispatched - All Fire Calls

Average Seconds from Pending Queue Entry to First Unit Dispatched												
PRIORITY	WDL		WNF		WSF		YDF		County		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
Code 2	17	456	23	30	21	586	12	6	18	124	19	1,202
Code 3	19	1,403	22	148	20	1,815	19	99	24	848	21	4,313

#### Call Processing Time - Fire and Medical

Average Seconds from First Keystroke to Pending Queue Entry													
Call Type	PRIORITY	WDL		WNF		WSF		YDF		County		Total	
		Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
Fire Call Types	Code 2	30	223	49	6	47	181	26	3	60	47	40	460
	Code 3	59	371	66	70	60	593	49	34	59	481	59	1,549
Medical Aid Call Types	Code 2	59	233	50	24	50	405	59	3	63	77	54	742
	Code 3	61	1,032	52	78	59	1,222	41	65	66	367	60	2,764

#### Queue Entry to First Unit Dispatched - Fire and Medical

Average Seconds from Pending Queue Entry to First Unit Dispatched													
Call Type	PRIORITY	WDL		WNF		WSF		YDF		County		Total	
		Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
Fire Call Types	Code 2	17	223	27	6	25	181	12	3	19	47	21	460
	Code 3	24	371	25	70	25	593	21	34	26	481	25	1,549
Medical Aid Call Types	Code 2	17	233	22	24	19	405	12	3	17	77	18	742
	Code 3	17	1,032	18	78	18	1,222	17	65	20	367	18	2,764



## Quarter 3, 2019 Law Call Statistics

### Call Processing Time - All Calls

Average Seconds from First Keystroke to Pending Queue Entry										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	80	266	75	11	88	346	77	160	83	783
2	124	1901	112	133	122	1,979	115	524	121	4,537

### Queue Entry to First Unit Dispatched - Units Available

Average Seconds from Pending Queue Entry to First Unit Dispatched										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	63	241	43	11	72	311	61	159	66	722
2	184	1,617	64	126	188	1,657	121	506	174	3,906

### Queue Entry to Law Supervisor Notified - No Units Available

Average Seconds from Pending Queue Entry to the Law Supervisor Notification of No Units Available										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	137	25	0	-	126	35	21	1	129	61
2	291	284	293	7	310	322	267	18	300	631

### Queue Entry to First Unit Dispatched After Law Supervisor Notification - No Units Available

Average Seconds from Pending Queue Entry to First Unit Dispatched after Law Supervisor Notification has Occurred										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	625	25	0	-	339	35	73	1	452	61
2	1107	284	471	7	1019	322	1014	18	1052	631

### Queue Entry to First Unit Dispatched - All Calls - Including Available and Unavailable Units

Average Seconds from Pending Queue Entry to First Unit Dispatched										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	116	266	43	11	99	346	61	160	96	783
2	322	1901	85	133	324	1,979	152	524	296	4,537

## STAFF REPORT

**Agenda Item:** 5.e

**Date:** November 14, 2019

**To:** YECA Governing Board

**From:** Dena Humphrey, Executive Director

**Subject:** YECA Discrimination & Harassment Policy Update

**Summary:**

This policy was reviewed and revised by Yolo County Counsel to meet current employer responsibilities and language updates. This policy was reviewed for legal form as a preempted step towards SB1343 of being compliant with providing “Sexual Harassment Training,” to all staff by Jan 2020.

Employees will receive this updated policy following training this month and receive on-going training every two years. As YECA strives to provide a pleasant and productive work environment, characterized by a spirit of professionalism and mutual respect.

This policy went through the meet and confer process with the Yolo County Dispatchers Association (YCDA) and reviewed by Yolo County Counsel for legal form.

## **Yolo Emergency Communications Agency**

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### **Internal Operating Procedure 306**

#### **Equal Employment Opportunity and Discrimination and Harassment Policy**

As a public agency, the Yolo Emergency Communications Agency (YECA) strives to provide a pleasant and productive work environment, characterized by a spirit of professionalism and mutual respect. All employees have the right to carry out their responsibilities without interference, through harassment or discrimination by managers, supervisors, co-workers, vendors, or clients. It is important that all employees understand their rights and YECA's commitment to protect those rights.

YECA is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, YECA has adopted and maintains this anti-discrimination policy designed to encourage professional and respectful behavior and prevent discriminatory and harassing conduct in our workplace.

All employees are expected to assume responsibility for maintaining a work environment that is free from discrimination, harassment, and retaliation. Employees are encouraged to promptly report conduct they believe violates this Policy so that YECA has an opportunity to address and resolve any concerns. Managers and supervisors are required to promptly report conduct they believe violates this Policy. YECA is committed to responding to alleged violations of this Policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

Internal Operating Procedure 107 (Personnel Conduct Investigations) identifies the process used by the Agency to investigate all complaints.

#### **A. PURPOSE**

The purpose of this Policy is to establish a strong commitment to prohibit and prevent unlawful discrimination, harassment and retaliation, and to set forth a procedure for reporting, investigating, and resolving complaints of unlawful discrimination, harassment, and retaliation.

#### **B. POLICY**

Discrimination and harassment against any individual because of such individual's race, color, ancestry, national origin, religion, creed, age, mental or physical disability, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), gender, sexual orientation, gender identity, gender expression, medical condition, genetic information, military and veteran status, or marital status is strictly prohibited. This Policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion,

disciplinary action, layoff, recall, transfer, leave of absence, compensation and training.

Retaliation against any person having filed or made a complaint of discrimination or charge of harassment is strictly prohibited. Employees found to be retaliating against another employee, or otherwise violating this Policy, shall be subjected to disciplinary action up to and including termination.

The right of a person to a prompt and equitable resolution of a complaint filed under this procedure shall not be impaired by the person's pursuit of other administrative remedies such as the filing of a complaint with the appropriate State or Federal agency.

**C. SCOPE OF PROTECTION**

This Policy applies to all YECA applicants and employees (co-workers, supervisors and managers). As used in this Policy, the term "employee" includes contractors and volunteers in the workplace. In addition, this Policy extends to conduct with a connection to an employee's work, even when the conduct takes place away from YECA's premises, such as a business trip or business-related social function.

**D. CONDUCT PROHIBITED BY THIS POLICY / DEFINITIONS**

1. Discrimination:

As used in this policy, discrimination is defined as the unequal treatment of an employee or applicant in any aspect of employment, including discrimination based solely or in part on the employee's, or applicant's, protected category. Protected categories include: race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. Discrimination includes unequal treatment based upon the employee or applicant's association with a member of these protected classes.

**Discrimination may include, but is not necessarily limited to: hostile or demeaning behavior towards applicants or employees because of their protected category; allowing the applicant's or employee's protected category to be a factor in hiring, promotion, compensation**



**or other employment related decisions unless otherwise permitted by applicable law, and providing unwarranted assistance or withholding work-related assistance, cooperation, and/or information to applicants or employees because of their protected category.**

2. Harassment:

As used in this Policy, harassment is defined as disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on any of the protected categories listed above. Harassment can be verbal (such as slurs, jokes, insults, epithets, gestures, or teasing), visual (such as the posting or distribution of offensive posters, symbols, cartoons, drawings, computer displays, or emails), or physical conduct (such as physically threatening another person, blocking someone's way, making physical contact in an unwelcome manner, etc.).

3. Sexual Harassment:

As used in this Policy sexual harassment is defined as harassment based on sex or conduct of a sexual nature, and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Sexual harassment is generally categorized into two types:

**i. Quid Pro Quo Sexual Harassment** (“this for that”)

- Submission to sexual conduct is made explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of the conduct by an employee is used as the basis for employment decisions affecting the employee.

**ii. Hostile Work Environment Sexual Harassment**

Conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile or otherwise offensive working environment. Examples include:

- Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails or gifts.

- Sex, gender or sexual orientation-related comments, slurs, jokes, remarks or epithets.
- Leering, obscene or vulgar gestures or making sexual gestures.
- Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items.
- Impeding or blocking movement, unwelcome touching or assaulting others.
- Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
- Conduct or comments consistently targeted at one gender, even if the content is not sexual.

4. Retaliation:

As used in this Policy retaliation is defined as any adverse employment action taken against an employee because the employee engaged in activity protected under this Policy. Protected activities may include, but are not limited to, reporting or assisting in reporting suspected violations of this Policy and/or cooperating in investigations or proceedings arising out of a violation of this Policy.

Adverse employment action is conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

Examples of retaliation under this Policy include but are not limited to: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this Policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace; treating people differently such as denying an accommodation; or not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this Policy.

**E. ADDRESSING AND REPORTING VIOLATIONS OF THIS POLICY**

Any employee or applicant who experiences or witnesses behavior they believe violates this Policy is encouraged to immediately inform the offending individual that the behavior is inappropriate and, if they feel comfortable doing so, inform the offending individual to stop the behavior. The applicant or employee should

also immediately report the alleged violation to his or her supervisor, manager, or the EEO Officer/HR Representative<sup>1</sup>. There is no chain of command when reporting any violation of this Policy. If the alleged offender is the employee's supervisor or manager, the employee should report the conduct to any other supervisor, manager or the EEO Officer/HR Representative. A complaint may be brought forward verbally or in writing.

Supervisors or managers who learn of any potential violation of this Policy are required to immediately report the matter to the EEO Officer/HR Representative or Executive Director.

YECA will promptly look into the facts and circumstances of any alleged violation of this Policy, as appropriate. Even in the absence of a formal complaint, YECA may initiate an investigation where there is reason to believe that conduct that violates this Policy has occurred. Moreover, even where a complainant conveys a request to withdraw their initial formal complaint, YECA may continue the investigation to ensure the workplace is free from discrimination, harassment, and retaliation. Anonymous complaints will also be investigated. The method and scope of investigation will depend on the details provided in the anonymous complaint. If the anonymous complaint is sufficiently detailed, the investigation may be able to proceed in the same manner as any other complaint. If the information is more general, YECA may need to do an environmental assessment survey to try to determine if misconduct has occurred. All investigations will be fair, impartial, timely, and completed by qualified personnel.

To the extent possible, YECA shall endeavor to keep the reporting of the applicant or employee's concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with YECA's ability to fulfill its obligations under this Policy. All employees are required to cooperate fully with any investigation. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any and all information that may be pertinent to the investigation. Upon completion of the investigation, if misconduct is substantiated, YECA will take appropriate corrective and preventative action calculated to end the conduct up to and including formal discipline where warranted.

### **F. FILING OF COMPLAINTS OUTSIDE YECA**

Employees and applicants may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below. Individuals who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes and time limits.

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<sup>1</sup> YECA's EEO Officer/HR Representative is HR/Fiscal Administrator

California Department of Fair Employment and Housing  
2218 Kausen Drive, Suite 100  
Elk Grove, CA 95758  
800.884.1684  
[contact.center@dfeh.ca.gov](mailto:contact.center@dfeh.ca.gov)  
<https://www.dfeh.ca.gov>

U.S. Equal Employment Opportunity Commission  
450 Golden Gate Avenue 5 West,  
P.O. Box 36025  
San Francisco, CA 94102-3661  
800.669.4000  
<https://www.eeoc.gov/employees>

**G. CORRECTIVE ACTION GUIDELINES**

YECA shall take appropriate corrective action(s) up to and including formal discipline against any employee(s) when an investigation has found that a violation of this Policy or other misconduct has occurred. Such corrective action(s) may include, but is not limited to, letters of reprimand, suspension, demotion, or termination. Additionally, depending on the nature of the violation, civil liability could be imposed on the violator.

**H. TRAINING REQUIRMENTS**

YECA shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees and at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all nonsupervisory employees within six months of their assumption of a position; and thereafter, once every two years. YECA shall also include prevention of abusive conduct as a component of this training and education. YECA shall also provide training inclusive of harassment based on gender identity, gender expression, and sexual orientation as a component of this training and education.

## STAFF REPORT

**Agenda Item:** 5.f

**Date:** November 14, 2019  
**To:** YECA Governing Board  
**From:** Dena Humphrey, Executive Director  
**Subject:** Payroll Third-Party Provider Change Update

**Summary:**

YECA has been researching payroll providers over the last four months and selected ADP. The agency goals were to streamline the payroll process and to have a solution geared towards a comprehensive human resources system that will interface with a new accounting software system.

The benefits of moving to ADP will allow YECA:

- Dashboard payroll displays with easy drill downs, benchmarking, and better reporting
- Electronic time keeping – eliminating manual paper time cards
- Time & attendance tracking
- Employee portal & mobile app
- HR Management: onboarding and housing policies, benefits, and forms
- Employee performance goals & evaluation module

The cost is equivalent to the current payroll provider and could provide a slight savings given the system capabilities within payroll. Whereas the biggest savings will be seen in staff time of having a comprehensive system eliminating disparate systems and manual tracking.

Yolo County Department of Finance was notified and all coordinating efforts with the County Treasury has taken place in effort to begin next month.

Agenda Item: 7.b



ARCHITECTS INC.

## ADDENDUM

### Facility Condition Assessment & Expansion Study Yolo Emergency Communications Agency (YECA)

35 North Cottonwood Street, Woodland, CA 95695



November 7, 2019

CJA Project #19147

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**PROJECT TEAM**

Yolo Emergency Communications Agency (YECA)

Dena Humphrey, Executive Director, YECA  
Gene Wais, Project Manager, Yolo County

A/E Team

Dan Eriksson AIA, Principal, Comstock Johnson Architects, Inc.  
Mickey Kellogg, Associate Principal, ZFA Structural Engineers  
Karl Wangensten-Oye, Structural Designer, ZFA Structural Engineers

**EXECUTIVE SUMMARY**

Comstock Johnson Architects (CJA) was retained to review the Facility Condition Assessment & Expansion Study prepared by Lionakis dated December 30<sup>th</sup> and to prepare and addendum to this study. The Lionakis study was considered to still be relevant. The purpose of the Addendum is to present other options for modifying and expanding the facility.

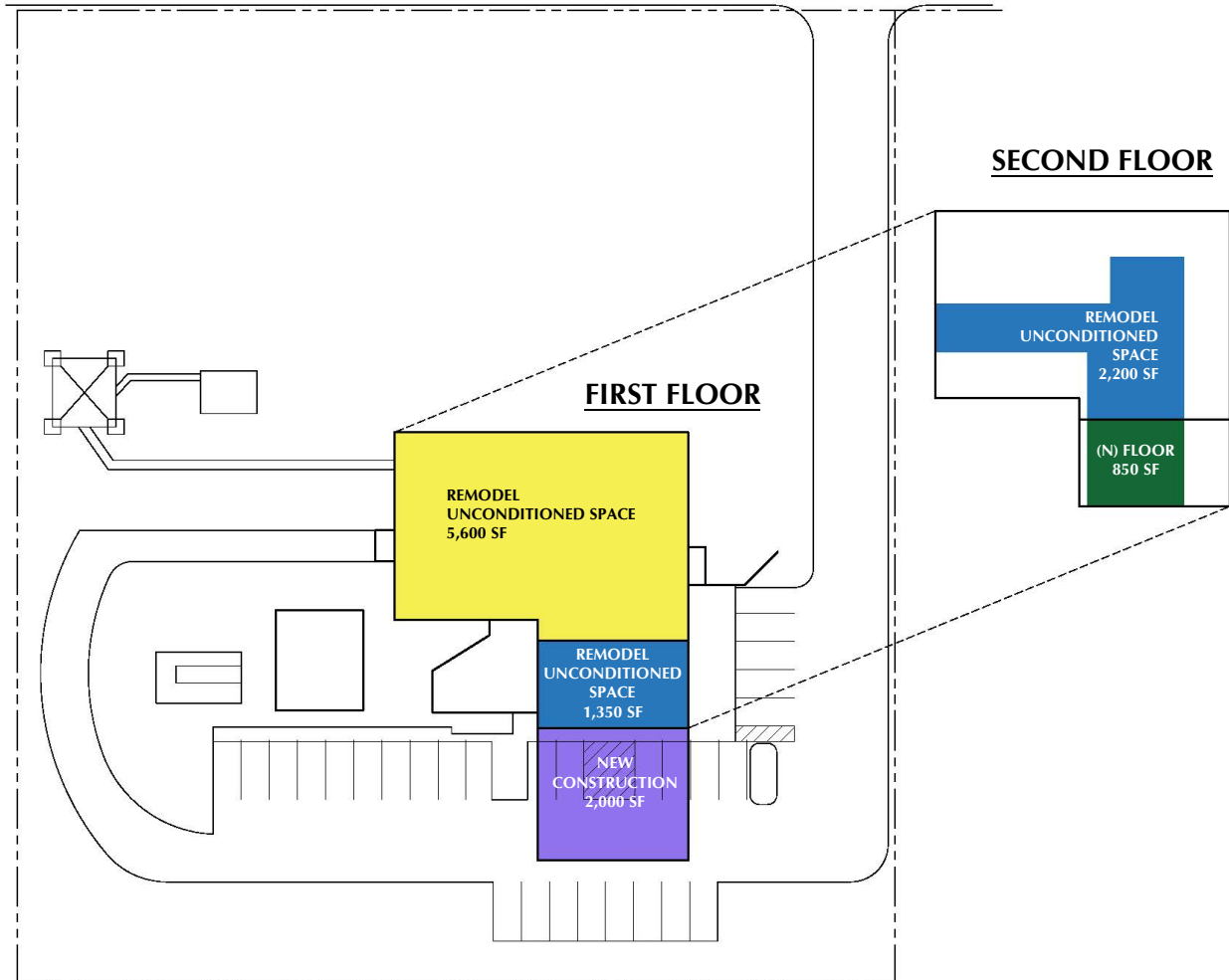
CJA met with Dena Humphrey and Gene Wais to consider an option not previously delineated as well as phasing that considered continuous occupancy of the facility.

**NEW OPTION C**

With consideration given to the summary of required building improvements and upgrades identified in the Lionakis study (see Conclusions and Recommendation), Option C has been developed to include:

- Expand to the south of the building 2,000 square foot (one story).
- Add 850 square feet of additional second floor area in the high bay area.
- Gut and remodel the first-floor area of 5,600 square feet.
- Gut, remodel and condition the second-floor area of 2,200 square feet currently utilized for shop storage and general storage.

- Transmitter and telephone rooms to remain.
- Replace the existing roofing.
- Modify parking lot area south of the building due to the building addition.



Phasing is envisioned as follows:

Phase 1

- build the 2,000 sf one story addition
- build the 850 sf second floor high bay infill
- build out the former high bay area- both floors
- remodel the 2,200 sf second floor storage area
- replace the existing roofing
- build new Administration in the 2,000 sf one story addition, 1,350 sf foot first floor high bay area and the 850 second floor high bay infill



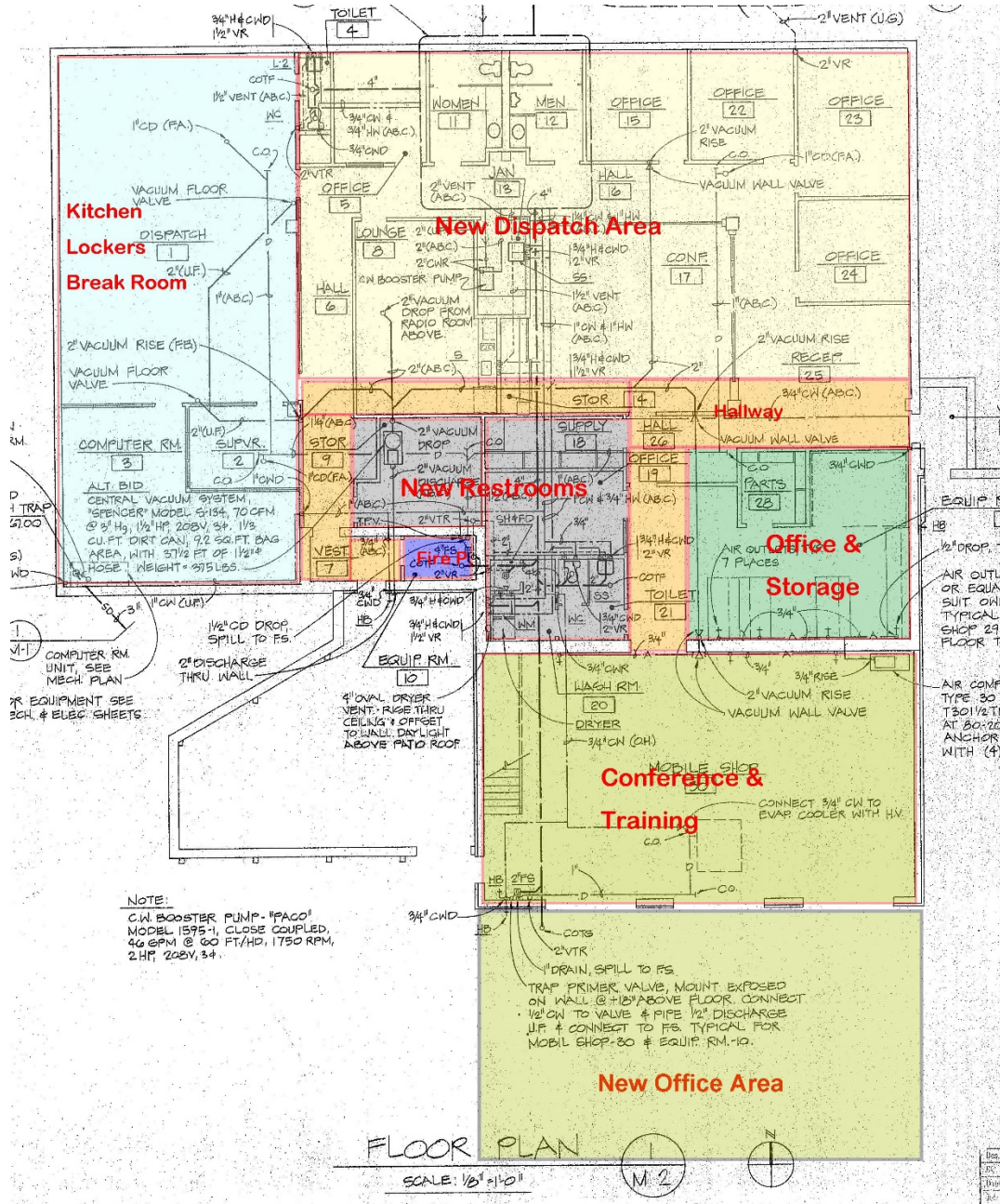
Phase 2

- build new Toilet rooms
- build new Dispatch in the former Administrative area.
- build new Server room on the second floor

Phase 3

- build new Break, Kitchen and Locker area in the former Server room





Construction duration for all phases is anticipated to be 1 1/2- 2 years



## BUDGET MODEL

The following budget model provides a conceptual range. Unit costs are based on current construction market conditions and no escalation is factored into the models; they are in today's dollars to facilitate the comparative process and discussion.

Budget Models do not include expense allowances for equipment, move-out/move-in, IT systems upgrades, or costs for furniture, fixtures, and equipment. A comprehensive cost estimate would be developed based on a schematic design for the selected option.

	Area/SF	\$/SF	Total	say
 New Construction	2,000	600	1,200,000	
 New High Bay Floor and Interior Infill	850	500	425,000	
 Remodel Conditioned YECA Facility Areas	5,600	400	2,240,000	
 Remodel Unconditioned YECA Facility Areas	3,550	300	1,065,000	
	12,000		4,930,000	
Design Contingency	25%		1,232,500	
FF&E Budget	10%		493,000	
Soft Cost Allowance	20%		986,000	
Structural Upgrades			100,000	
			<b>\$7,741,500</b>	<b>\$7,750,000</b>

Like Option A.2 of the Lionakis study, the cost to remodel the existing YECA facility is \$100 more per square foot for Option C because this option would create a new dispatch room within the existing facility. This will be more expensive than if the new dispatch room were included in the new space proposed in Option A.1.

### Life Cycle Assessment

The planning horizon for this study was established at a 40-year timeframe, per the Structural evaluation. Based on this, the following life-cycle assessment is presented:

Cost	Life of Building	Annual Cost (straight-line)
7,750,000	50	\$155,000

As mentioned in the Lionakis study, the risk factor of interrupting operations is very real and, to address this, the cost of construction – in particular, establishing temporary redundant systems, backups, and safeguards will add considerably to the cost the C option.

Similar to the Lionakis study, this analysis is on a simple, straight-line basis and does not take the net present value of funds into consideration.

## NEXT STEPS

After vetting and discussion, we recommend that a schematic design be developed. This would develop a more detailed design, strategy and approach than this addendum study was commissioned to deliver. Additionally, a telecommunications study should be completed to solidify the specific program needs. During the interim, certain facility upgrades for access compliance

should be considered that do not make investments that will be demolished to accomplish longer term goals. While some improvements may have to be made and then removed, this can be managed and minimized with the development of an overall YECA facility strategic plan.

Based on a construction cost of \$6.3M and a 6% design fee, the Schematic Design budget would be \$68,000 including architectural, structural, HVAC, plumbing and electrical.

**STRUCTURAL EVALUATION OF YOLO COUNTY 911  
DISPATCH CENTER**



**ZFA PROJECT NUMBER: 19496**

**DATE: NOVEMBER 4, 2019**

**PREPERARED FOR:**

**YOLO COUNTY**

**PREPARED BY:**

**ZFA STRUCTURAL ENGINEERS,**

7801 FOLSOM BLVD

SACRAEMENTO, CA, 95826

(916) 924 – 7024

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## EXECUTIVE SUMMARY

The 911 dispatch facility for Yolo County, located at 35 North Cottonwood Street in Woodland, CA, was constructed in 1982. The County is exploring the potential for renovations to the existing building, including remodeling of the interior and the expansion of the existing mezzanine with a new elevator. As part of the feasibility study, the County has requested an assessment of the existing structure's seismic performance. Specifically, the structure has been evaluated to a performance objective equivalent to that required for new building construction for an essential services (Risk Category IV) building using the ASCE 41-13 Standard *Seismic Evaluation and Retrofit of Existing Buildings*. The building assessment is based on the original construction documents and one site visit. The gravity force-resisting system was also reviewed for conformance with new building codes. A detailed review of Nonstructural elements were not included in the scope of this review, however, general comments regarding these systems are included.

The main objectives for this study are the following:

1. Assess the existing structure to determine if it meets a performance level equivalent to new building codes in its current state. Where deficiencies are identified, develop a concept-level retrofit approach to assist with developing a rough order of magnitude retrofit cost.
2. Based on the results of Item 1, evaluate whether the retrofit of the existing building would be more cost-effective than the construction of an entirely new building.
3. Evaluate the lifespan of the retrofitted building versus a new building.
4. Understand what implications an extension of the current second floor slab into the garage area would have on the gravity and the lateral force-resisting systems.

Based on our review, retrofit of the existing structure would be required to meet current code requirements for an essential services building. The identified deficiencies and recommendations for retrofit are described below.

### STRUCTURAL

- The anchorage from the wood shear wall sill plate to the concrete shear wall is not adequate to transfer the required shear forces. Installation of additional sill anchors is required to transfer the shear from the wood shear walls to the concrete shear walls below.
- Wood shear walls have inadequate shear capacity. Additional edge nailing and/or additional plywood on the opposite side of the wall is required to increase the capacity of the shear walls.
- Some locations at the roof are not adequate to transfer loads to the wood shear walls. Strengthening of the wood collectors and connections is required. Unblocked plywood diaphragms are present in some locations. Blocking should be installed at all panel edges with new nailing from the existing plywood roof.
- The connection between the roof diaphragm and the shear wall is not adequate to transfer the shear forces from the roof diaphragm to the wood shear walls. Additional connection hardware is required to transfer these loads into the shear walls.

### NON-STRUCTURAL

- A detailed evaluation of the nonstructural components is not within the scope of this report. A complete evaluation of all essential nonstructural equipment is recommended, including the emergency generator, the communications tower, gas and any other utility lines into the building.

## GEOTECHNICAL

- At the time of this report, a geotechnical investigation has not been performed. It is recommended that a geotechnical investigation of the site is conducted as part of the renovation or new construction project.

The following evaluation report details our findings.

## **INTRODUCTION**

The main objectives for this evaluation are the following:

1. Assess the existing structure to determine if it meets a performance level equivalent to new building codes in its current state. Where deficiencies are identified, develop a concept-level retrofit approach to assist with developing a rough order of magnitude retrofit cost.
2. Based on the results of Item 1, evaluate whether the retrofit of the existing building would be more cost-effective than the construction of an entirely new building.
3. Evaluate the lifespan of the retrofitted building versus a new building.
4. Understand what implications an extension of the current second floor slab into the garage area would have on the gravity and the lateral force-resisting systems.

In order to assess the seismic performance of the existing building, ASCE 41-13 is utilized. ASCE 41-13 provides a multiple tiered approach to evaluation of existing buildings.

An evaluation can begin with a Screening Phase (Tier 1) to assess primary components and connections in the seismic force resisting system through the use of standard checklists and simplified structural calculations. Checklist items are general in nature and are intended to highlight building components that do not exceed conservative construction guidelines. If the element is compliant, it is anticipated to perform adequately under seismic loading without additional review or strengthening. Items indicated as non-compliant in a Tier 1 checklist are considered potential deficiencies that require further analysis. Tier 1 assessments are permitted based on the Basic Performance Objective for Existing Buildings (BPOE), which is not intended to provide equivalency to new building code provisions.

A limited, deficiency-based Evaluation Phase (Tier 2) can then be used to review the items determined to be potential deficiencies by Tier 1 checklists and simplified calculations. Non-compliant items are evaluated for calculated linear seismic demand as determined by ASCE 41-13. If the elements are compliant per Tier 2 analysis, the Tier 1 deficiency is waived. However, if the element remains non-compliant after the more detailed Tier 2 analysis, repair or remediation of the deficiency is recommended. Similarly, this approach is limited to the BPOE performance objective.

A more detailed Systematic Evaluation (Tier 3) may be performed with any performance objective and includes an evaluation of all components of the seismic force-resisting system and is not limited to only those items identified in a Tier 1 evaluation. Since this assessment is to evaluate the conformance of the existing structure with current code requirements, a Tier 3 evaluation is required and is the basis for this report. A Tier 1 evaluation was also performed initially to provide a general understanding of potential deficiencies in the building.

## EVALUATION OVERVIEW

This seismic evaluation report for the existing building located at 35 North Cottonwood Street, in Woodland, CA is based on the following:

- The American Society of Civil Engineers/ Structural Engineering Institute (ASCE/SEI 41-13) Standard *Seismic Evaluation and Retrofit of Existing Buildings*
- One site visit for general review of the structure performed on October 15, 2019. No destructive testing or removal of finishes was performed or is included in the scope of this evaluation.
- Review of the following documents:
  - Structural drawings by Alfred J. Graf A.I.A. (1982).
  - Facility Condition Assessment and Expansion Study by Lionakis dated December 30, 2016.
- Existing material properties as indicated in Appendix C.
- No geotechnical reports were available for review.
- A detailed review of nonstructural elements is not included within the scope of this report.

## STRUCTURE OVERVIEW

### Structural Performance Objective

The purpose of this evaluation is to evaluate the existing structure's performance for equivalency with that of a building designed with the current building code. 2016 *California Existing Building Code* (CEBC) § 301.1.4.1 specifies that compliance with the seismic design provisions of the *California Building Code* (CBC) may be demonstrated using an ASCE 41-13 Tier 3 procedure with a two-level performance objective in CEBC Table 301.1.4.1. A structural performance objective consists of a target performance level for structural elements in combination with a specific seismic hazard level. As an essential services building, the structure is classified as Risk Category IV. In accordance with CEBC Table 301.1.4.1, the two required performance objectives are Immediate Occupancy with the BSE-1N seismic hazard level and Life Safety with the BSE-2N seismic hazard level.

The structural performance level of Immediate Occupancy is described by ASCE 41-13 as *'the post-earthquake damage state in which a structure remains safe to occupy and essentially retains its pre-earthquake strength and stiffness'*. The Life Safety performance level is described by ASCE 41-13 as *'the post-earthquake damage state in which a structure has damaged components but retains a margin against the onset of partial or total collapse'*.

The seismic hazard level of BSE-2N is the maximum considered earthquake used in current building code design and represents the most severe earthquake effects considered. BSE-1N is the design earthquake used in current building code design and is equal to two-thirds of the BSE-2N hazard level.



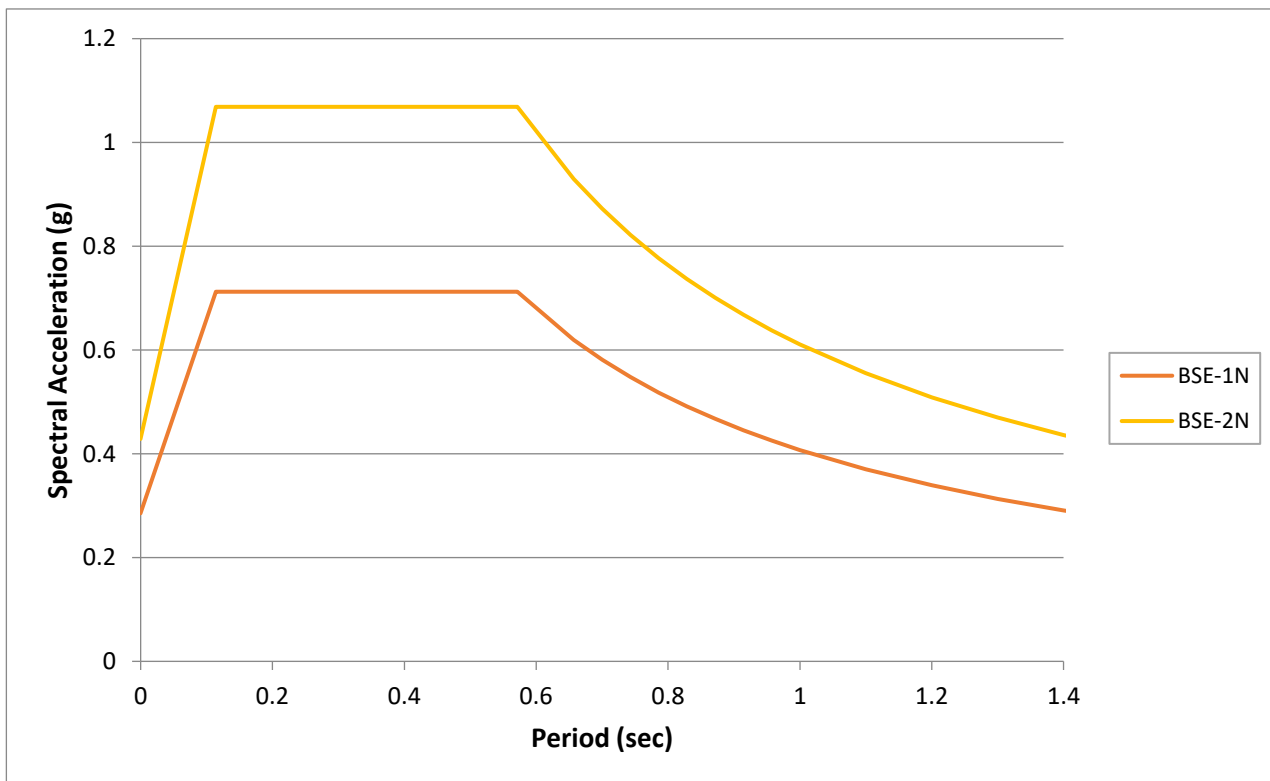
To summarize based on these definitions, the ASCE 41-13 Tier 3 two-level approach provides equivalency to current building code design by providing a performance level where the building can be occupied following a large, rare design-level earthquake event and prevents collapse during a severe, very rare earthquake.

The following charts depict the response spectra for the multiple seismic hazard levels defined by ASE 41-13.

Table 2: Seismic Hazard Levels

Seismic Hazard Level*	Building Code Reference	Design Spectral Acceleration $S_a(T)$
BSE-1N	ASCE 7-10 Design Basis Earthquake (DBE)	0.71g
BSE-2N	ASCE 7-10 Maximum Considered Earthquake (MCE)	1.07g

\* Seismic hazard levels denoted with 'N' for new building equivalency.



## Structural System and Materials Description

### *General*

The building was designed and built in 1982. The structure consists of a first level with a concrete floor, walls and columns, a second level with a concrete floor, concrete beams and wood walls and a roof comprised of wood framing and wood sheathing. The majority of the first and second floor is used for office space. In addition, there is a garage and storage space on the south side of the building. The building is L-shaped and has a full-height portion that is open from the first floor to the roof with wood-framed exterior walls. All of the exterior walls have brick veneer. The total combined building footprint is approximately 6,000 square feet. In addition to the building, there is a CMU site wall around an equipment area with wood framing on top.

### *Roof Framing*

The structure is approximately 25'-8" tall with a hip roof. The second floor is 13'-0" above ground. The roof structure is wood framed consisting of plywood sheathing over 2x10 joists at 24 inches on center or 16 inches on center, depending on the span length. The joists are supported by 5 1/8" glulam or 6x12 Douglas fir beams. The beams are supported at the exterior and at the interior by 6x6 posts that have post bases embedded into the concrete slabs.

### *Second Floor Framing*

The second floor structural system consists of a 12" concrete slab supported by 42"x24" concrete girders and concrete walls. The concrete girders span approximately 24 feet. The concrete beams are supported by exterior concrete walls and 18"x18" concrete columns at the interior spaced at approximately 24'-0" on center.

### *Walls*

Typical exterior walls at the second floor are 2x6 wood studs spaced at 16 inches on center. The typical exterior walls at the first floor are 12-inch thick concrete walls. The walls have a minimal number of openings, except for the walls on the south side of the building.

### *Seismic Force-Resisting System*

There are two primary lateral force resisting systems in the building. At the second floor, there are wood shear walls with a roof diaphragm of partially blocked plywood structural sheathing. At the first floor, there are concrete shear walls with a concrete slab as the floor diaphragm. The shear forces are transferred from the wood shear walls to the concrete shear walls with 5/8" diameter anchor bolts typically spaced at 32 inches on center.

### *Foundations*

The foundation consists of fifty-two (52) 11'-6" deep concrete piers with varying diameters, a 5-inch thick concrete slab and 16"x16" tie beams between the piers. The concrete piers have a bell at the base varying between 4'-0" and 7'-0" in diameter.

### *Field Verification and Condition Assessment*

The structure appears to be in generally good structural condition with minimal deterioration apparent and appears to be constructed in general accordance with the original structural drawings.

### *Material Properties*

Basic properties for existing structural materials found on existing building documentation, through testing or ASCE 41 code prescribed minimum structural values utilized in the analysis calculations can be found in Appendix C.

## ***FINDINGS AND RECOMMENDATIONS***

### Structural Retrofit Scope

Based on our review, retrofit of the existing structure would be required to meet current code requirements for an essential services building. The identified deficiencies and recommendations for retrofit are described below and narrated on plans in Appendix E. A rough estimate of costs associated with these upgrades would not exceed \$100,000.

- The anchorage from the wood shear wall sill plate to the concrete shear wall is not adequate to transfer the required shear forces. Installation of additional sill anchors is required to transfer the shear from the wood shear walls to the concrete shear walls below.
- Wood shear walls have inadequate shear capacity. Additional edge nailing and/or additional plywood on the opposite side of the wall is required to increase the capacity of the shear walls.
- Some locations at the roof are not adequate to transfer loads to the wood shear walls. Strengthening of the wood collectors and connections is required. Unblocked plywood diaphragms are present in some locations. Blocking should be installed at all panel edges with new nailing from the existing plywood roof.
- The connection between the roof diaphragm and the shear wall is not adequate to transfer the shear forces from the roof diaphragm to the wood shear walls. Additional connection hardware is required to transfer these loads into the shear walls.

### Equivalency with Current Building Code

In accordance with the provisions of the 2016 *California Existing Building Code*, the retrofit scope described above will provide equivalency to the current building code used for new design (2016 *California Building Code*). We estimate that at least 85% of the existing structure meets the performance level of current building code. The 1<sup>st</sup> level concrete portion significantly exceeds the performance level of the current code.

### Structural Lifespan of New versus Retrofitted Building

The anticipated structural lifespan of a building is dependent on many factors. A 50-year lifespan is generally accepted as the basis of design when designing a new building; however, many buildings continue to remain serviceable after 50 years. Because the retrofit is designed for code equivalency to new building construction and assuming that the existing structure is in good condition, which it appears to be, and is continued to be maintained in good condition, then the structural lifespan of the retrofitted building is expected to be similar of that of a new building.

### Second Level/Mezzanine Expansion

The existing lateral system was evaluated to determine the implications of supporting an extension of the existing second level/mezzanine floor at the high bay area. The construction of the expansion would be with raised concrete slab to match the existing or concrete over metal deck supported by steel framing. The analysis indicated that the existing concrete portion of the building was adequate including foundation systems, however the wood walls were not. To install this expansion as planned new columns constructed with concrete or steel

(depending on floor construction) will be required around the mezzanine expansion for support. This information has been included in Appendix E.

### Alternative Options

In addition to the retrofit option to provide an essential service building meeting current code requirements, we would present the following additional options be explored to evaluate the best approach to meeting the desired cost and programming requirements.

- Demolish the wood portion of the building and retain the concrete portion and rebuild a new full height second level with light framed materials. We anticipate the possibility of also adding another story (3-Story Building) of new wood/or steel light framing over the existing concrete portion with little to no significant structural strengthening of the concrete. If this option is determined to be economically feasible and desirable, a thorough analysis of the concrete structure with the new construction should be completed to validate these assumptions. The most significant issue identified at this time encountered with adding another floor is the bearing capacity of the soil. This could be resolved through an updated geotechnical investigation because the bearing pressure listed on the construction documents appear to be for the shallow spread footings and not the piers that support the lower concrete level.
  
- Demolish wood portion of the high bay area and start addition at the existing concrete wall near gridline 1. This option is based the lack of strength and durability of high bay wood walls when compared to the concrete portion of the structure and does not seem logical to leave in place considering the intent of this renovation.

### Other Considerations

When evaluating the different options and associated costs, the following items should be considered:

- Nonstructural components
  - A detailed evaluation of the nonstructural components is not included within the scope of this report. A complete evaluation of all essential nonstructural equipment is recommended, including the emergency generator, the communications tower, gas and any other utility lines into the building. Anchorage and bracing of all new nonstructural components should be provided based on current building code requirements for a Risk Category IV building.
  
- Geotechnical
  - At the time of this report, a geotechnical investigation has not been performed. It is recommended that a geotechnical investigation of the site is conducted as part of the renovation or new construction project.
  
- Soil Retained along North, East and West sides of building.
  - Based on the evaluation we determined that the soil retained around the building was for security reasons and could be removed if desired.

## **CLOSING**

The seismic review and analyses associated with this evaluation were based on available original structural drawings, and the site reviews were based on that which was plainly visible. No attempt was made to uncover hidden conditions or perform any destructive or non-destructive testing. The items discussed in this report are subject to revision should more information become available.

We understand you may have questions regarding this evaluation and are available for comment and explanations. Please call with any questions you may have. Thank you for choosing ZFA Structural Engineers to assist you with this building seismic review.



Karl Wangensten-Oeye  
Designer  
ZFA Structural Engineers



Mickey Kellogg, SE 5851  
Associate Principal  
ZFA Structural Engineers

## STAFF REPORT

**Agenda Item:** 8.a

**Date:** November 14, 2019  
**To:** YECA Governing Board  
**From:** Dena Humphrey, Executive Director  
**Subject:** Motorola Radio Consoles Grant Submittal – Voted Item

**Recommendation:** Consideration to approve the acceptance of grant money provided by the Yocha Dehe Wintun Nation for the purchase of two Motorola radio consoles in Dispatch and to designate signing authority to the Executive Director for the procurement

**Summary:**

YECA has eight radio/call taking workstations and two call taking only workstations that are manned 24/7 with a minimum staffing of seven dispatch staff from 10:00 a.m. – 10:00 p.m., with similar staffing structures throughout the remaining 24/7 timeframe. Typically, the two call taking workstations sit vacant due to the lack of radio capabilities. This leaves seven of the eight radio/call taking workstations in-use, while only one fully functional workstation remains as the agency's reserve for major events or potential equipment failures.

During major events e.g., large scale fires, evacuations, special events, or high risk situations, staffing is increased to meet service demands for both field unit requests and incoming calls for needed assistance. In these situations, YECA's ability to respond quickly is hindered with the two call taking workstations lacking radio capabilities.

The grant request for \$140,000 is the amount needed to upgrade the two call taking workstations to include adding radio capabilities. This would allow additional dispatch staff when needed to listen to the radio for critical details while dispatching emergency personnel. This would also increase the standby radio/call taking workstations from one to three, increasing standby resources by 67%. When workstations fail, there's a minimum 2-hour call out time for a technician to be on site to diagnose and repair. This time down on a workstation is critical as it may affect the deployment of resources, should any issues arise on the other workstations.

Most recently, the Yocha Dehe Wintun Tribal Council approved funding for this project. YECA has coordinated with Motorola for the two MCC7500 radio consoles for project costs and with Sacramento Regional Radio Communications Systems for the additions to the system.

The proposed actions are being requested for approval:

- A. The Agency is requesting approval from the JPA Board to accept \$140k, in grant funding from Yocha Dehe Wintun Nation.
  
- B. The Agency is requesting the Board to delegate signing authority to the Executive Director to execute all agreements needed to complete the project i.e., grant acceptance and the Motorola procurement for \$140k, increasing FY20 Budget in Fund# 6920 by that amount.

## STAFF REPORT

**Agenda Item:** 9.a

**Date:** November 14, 2019  
**To:** YECA Governing Board  
**From:** Dena Humphrey, Executive Director  
**Subject:** CAD Interface for IP based Toning for Member Agency Fire Depts. – Voted Item

**Recommendation:** Consideration to approve the purchase of an IP based toning system for \$60k

**Summary:**

Over the last two years, YECA has experienced several toning failures that has been difficult to troubleshoot between the Fire stations and YECA's radio equipment. Per location, including YECA the number of pieces of equipment is nearly a dozen pieces. Intermittent failures bring on another host of issues of narrowing down the failed component or configuration at the precise time. IT staff has spent nearly over 100 hours this year chasing down these failures with technicians and fire personnel, diverting them from the network, system issues, special projects, and maintenance.

When a failure occurs, the station does not receive lights, tones, or audio in the station. While the Dispatcher is working through calls and Fire personnel do not respond, a 3-minute audible tone alerts the Dispatcher to check status. In this case, each failure can cause a 3-minute delay to Fire personnel responding and requires an additional step for the Dispatcher to call the station, as means of ensuring they received the call.

Recent technology of IP base toning offers a solution to this dilemma. This technology allows a station to be alerted using a computer network oppose to using radio. This technology sends a faster alert along with confirmation the station received the tones. This technology is used as a primary, while radio equipment would still be part of the alerting system, as a failover. Best practices and Fire Accreditation include having a primary and secondary system as failover.

Total overall percentage of all fire & medical calls are dispatched to the paid Fire Departments, representing 76% of all calls. These fire stations all utilize ComTech's alerting equipment. A solution to consider is to install ComTech equipment at YECA for an IP based solution that would interface with CAD through the network to these fire stations. This would allow a secondary connection to the existing system for alerting the following Fire stations: Woodland, West Sacramento, Winters, Yocha Dehe, and UCD Fire. Any other Fire station that has ComTech equipment and a network connection would benefit.

The cost for YECA to acquire ComTech equipment and for the CAD interface is \$60k. The cost for each station to connect to YECA would approximately be \$3,500. The recommendation for funding is to move \$50k, from the contingency account held for equipment failures in restricted fund balance to cover YECA's side. Each Fire department would then be responsible for securing the costs of \$3,500 for their side with ComTech. The \$50k, held in contingency for equipment failures would be replenished during the March/April budget process with FY19 surplus funds. The balance of \$10k, would be absorbed within this fiscal year's budget.

In closing, having a redundant system in place for alerting the Fire stations will provide an additional layer to ensure success; would help mitigate the potential of a 3-minute Fire response delay; would alleviate an additional phone call to the station by the Dispatcher; and would help to mitigate additional staff time and resources in troubleshooting failures from multiple sources. Ultimately, the IP based solution will provide a safety net between YECA and the Fire stations ensuring a more reliable alerting system with confirmation.