

**AGENDA  
REGULAR MEETING  
YECA GOVERNING BOARD  
Wednesday, April 5, 2023  
2:00 P.M. Public Session**

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

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

**1. Call to Order (2:00 PM)**

**2. Approval of the Agenda**

**3. Announcements**

- a. Proclamation “National Public Safety Telecommunications Week April 9<sup>th</sup> - 15<sup>th</sup>
- b. YECA’s Dispatcher of the Year “Bethany Eakin”

**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 November 2, 2022, Regular Meeting, December 14, 2022 & January 25, 2023 Special Session Meetings
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 2022 4<sup>th</sup> Quarterly Law & Fire Dispatch to Que Call Stats
- e. 2022 Annual Calls for Service Report

**6. FY21/22 External Audit Presentation by Richardson & Company, CPA’s – \*Info Only**

- a. FY21/22 Fiscal Audit Summary
- b. FY21/22 Audit Letters
- c. FY21/22 Fiscal Audit Financials - [Click Here to Open Attachment](#)

**7. YECA Member Cost Formula Review Discussion – \*Info Only**

- a. Follow-up discussion from Board Member McKinney requests for the YECA members to consider a review of the current member cost formula for the annual budget allocations and to provide member agency review committees conclusions

**8. FY23/24 Proposed Draft Budget & Presentation – \*Info Only**

- a. FY23/24 Proposed Budget
- b. FY23/24 Proposed CIP Summary
- c. FY23/24 Proposed CIP 4-Year Forecast
- d. FY23/24 Proposed Position Table
- e. IT Staffing Summary
- f. IT Helpdesk Technician (Extra-help) Job Description

**9. Next Scheduled JPA Board Meeting Date May 3, 2023**

**10. Items for Future Meeting Agenda**

- a. UCD Fire Discussion on potential prospects of joining YECA membership
- b. FY23/24 Budget

**11. Adjournment**

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before March 31, 2023 on the bulletin board outside of the Yolo County, Erwin Meier Administration Center, 625 Court St., Woodland, California and on the agency website:

  
Dena Humphrey, Executive Director

If you are a person with a disability and you need disability related accommodations to attend the meeting, please contact Tianna Dumas at (530) 666-8900 or (530) 666-8909 (fax). Requests for accommodations must be made at least two full business days before the start of the meeting.

**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)  
GOVERNING BOARD  
November 2, 2022  
2:00 P.M. Special Session  
Minutes**

The YECA Governing Board met on Wednesday November 2<sup>nd</sup>, 2022 at Yolo Emergency Communications Agency 35 N Cottonwood – Conference Room, Woodland. Board Member Binns called the meeting to order at 2:04 p.m.

This meeting was formatted to allow Board Members, staff, and the public to participate in the meeting via teleconference, pursuant to the Governor’s Executive Order N-29-20 (March 17, 2020), was available at the following link:

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

**PRESENT: Primary Board Members:** Dena Humphrey, YECA Executive Director, Steve Binns, City of West Sacramento, Kim McKinney, City of Woodland

**Joined via ZOOM:** Rebecca Ramirez, Yocha Dehe Wintun Nation

**Absent:** Tom Lopez, Yolo County, John Miller, City of Winters

**Minute Order No. 2022-14**

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

**MOTION: Ramirez SECOND: McKinney AYES: Binns, McKinney, Ramirez ABSENT: Lopez, Miller**

**Entry No. 4**

**Announcements- None**

**Entry No. 5**

**Public Comment – None**

**Entry No. 6**

**Minute Order No. 2022-15**

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

**MOTION: McKinney SECOND: Ramirez AYES: Binns, McKinney, Ramirez ABSENT: Lopez, Miller**

- a. Approval of the Minutes from the June 1, 2022, Regular Meeting & July 1, 2022, Special Session Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 2022 Quarterly Law & Fire Dispatch to Que Call Stats
- e. Renew authorization for remote (teleconference/videoconference) meetings pursuant to Assembly Bill 361 on the basis that (a) the COVID-19 pandemic state of emergency is ongoing, and (b) meeting in person would present imminent risks to the health or safety of attendees.

**Entry No. 7**

**Minute Order No. 2022-16**

**YECA Member Cost Formula Review Discussion- \*Voted Item – Approved**

**MOTION: McKinney SECOND: Ramirez AYES: Binns, McKinney, Ramirez ABSENT: Lopez, Miller**

- a. McKinney advised that Woodland is incurring additional costs since taking over processing records. With the new board members might be worth looking into the formula for how costs are allocated and determine if adjustments are necessary. Board Member Ramirez questioned what the current formula is and how figures were determined. ED Humphrey informed that costs are determined by a two way split.
  - 1) 15% Allocation- Split 3 ways
  - 2) 85% Rolling call average over 3 years

ED Humphrey also advised that the budget is set in March, therefore best method moving forward would be to look at over the next 2 months. Board Member McKinney suggested starting by December and in the next 2-3 weeks identifying a participant from each agency to be part of a work group.

**Entry No. 8**

**Next Scheduled JPA Board Meeting Date: Tentatively December 7<sup>th</sup>**

**Entry No. 9**

**Items for Future Meeting Agenda: None**

**Entry No. 10**

**Meeting Adjourned at 2:21 p.m.**

**Minutes submitted by Tianna Dumas**



**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)**  
**GOVERNING BOARD**  
**December 14, 2022**  
**1:00 P.M. Special Session**  
**Minutes**

The YECA Governing Board met on Wednesday December 14<sup>th</sup>, 2022 at Yolo Emergency Communications Agency 35 N Cottonwood – Conference Room, Woodland. Board Member Binns called the meeting to order at 12:59 p.m.

**PRESENT: Primary Board Members:** Dena Humphrey, YECA Executive Director, Steve Binns, City of West Sacramento, Kim McKinney, City of Woodland, Shawn Kinney, YochaDehe, John Miller, City of Winters

**Absent:** Tom Lopez, Yolo County

**Minute Order No. 2022-17**

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

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

**ABSENT: Lopez**

**Entry No. 3**

**Public Comment – None**

**Entry No. 4**

**Minute Order No. 2022-18**

**Special Session**

- a. YECA Member Cost Formula Review Discussion – Dena Humphrey, Executive Director explained the allocation of the member shares as a 3-year rolling average with a 15% fixed administrative fee and an 85% variable fee that is based on calls for service per agency. In addition, ED Humphrey explained the CIP formula which also consists of a 15% fixed ratio and an 85% variable using the debt ratio from original allocations of the long term debt. The ratios of the long term debt were originally assessed by the financial firm Government Financial Strategies. Board Member Miller suggested in the future using population size as the metric for the fixed ratio to determine allocations of member shares. Board Members requested a detailed breakdown of line items in the budget.

**Entry No. 5**

**Next Scheduled Special Session Meeting Date:** January 25<sup>th</sup>, 2:00pm

**Entry No. 6**

**Items for Future Meeting Agenda:** YECA member cost formula review discussion, detailed breakdown of the YECA budget.

**Entry No. 7 Meeting Adjourned at 2:01 p.m.**

**Minutes submitted by Tianna Dumas**

**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)  
GOVERNING BOARD  
January 25, 2023  
1:30 P.M. Special Session  
Minutes**

The YECA Governing Board met on Wednesday January 25<sup>th</sup>, 2023 at Woodland City Hall, 300 First Street, Woodland. Board Member Binns called the meeting to order at 1:34 p.m. This meeting was formatted to allow Board Members, staff, and the public to participate in the meeting via teleconference, pursuant to the Governor's Executive Order N-29-20 (March 17, 2020), was available at the following link:

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

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

**Minute Order No. 2022-19**  
**Approval of the Agenda - Approved**

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

**Entry No. 3**  
**Public Comment – None**

**Entry No. 4**  
**Minute Order No. 2022-20**  
**Special Session**

- a. YECA Member Cost Formula Review Discussion – Dena Humphrey, Executive Director explained the allocation of the member shares as a 3-year rolling average with a 15% fixed administrative fee and an 85% variable fee that is based on calls for service per agency. Board Members requested a detailed look at the length of time for calls for service per agency, including a weighted calls for service report to provide to their finance staff members to analyze further.

**Entry No. 5**  
**Next Scheduled JPA Board Meeting: March 1<sup>st</sup>, 2:00pm**

**Entry No. 6**  
**Items for Future Meeting Agenda: YECA Budget Proposal**

**Entry No. 7**    **Meeting Adjourned at 2:32 p.m.**  
                  **Minutes submitted by Tianna Dumas**

## STAFF REPORT

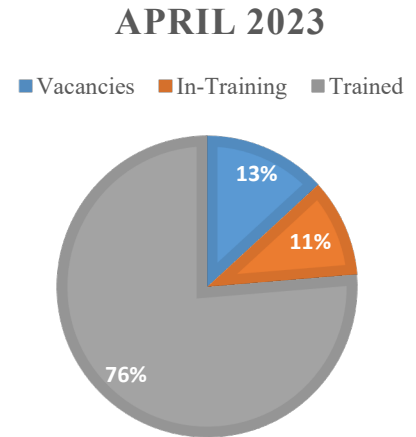
### Agenda Item: 5.b

**Date:** April 5, 2023  
**To:** YECA Governing Board  
**Thru:** Dena Humphrey, Executive Director  
**From:** Vanesa Hoyt, Operations Supervisor  
**Subject:** January- February 2023 Combined Operations Division Report  
**Recommendation:** No action required; information only.  
**Summary:** Operations staff is currently engaged in the following:

### Staffing:

#### 1. Out of 39 funded operations positions:

Classification	Filled	Funded	Vacant
Supervisor	4	4	0
Operations Supervisor	1	1	0
Dispatcher III	2	4	2
Dispatcher I/II	23	26	3
Dispatch Assistant	4	4	0
<b>TOTAL</b>	<b>34</b>	<b>39</b>	<b>5</b>



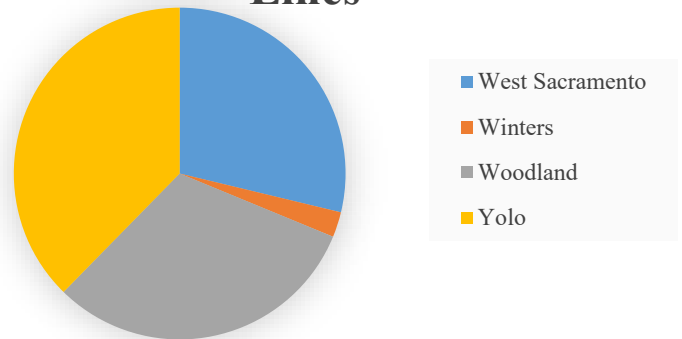
- a. Jodean Hernandez has completed training on the WPD radio (2<sup>nd</sup> console) and will begin training on the WSP radio (3<sup>rd</sup> console).
  - b. New dispatchers: Charrise Torres, Adilene Plancarte, and Lauren Boggs have completed the in-house academy and have begun the call taking phase of their training.
2. Connie Kenton, Dispatcher III, has voluntarily stepped down to Dispatcher II.
  3. The most recent recruitment closed in February, resulting in 4 applicants going through backgrounds. The next academy is scheduled for April 2023.

## Statistical Information:

### Monthly Phones Statistics:

	JAN	FEB
9-1-1	5,153	4,361
7-Digit Emergency	1,026	873
AMR	120	130
West Sacramento	3,817	3,038
Winters	327	263
Woodland	4,130	3,549
Yolo	4,998	4,260
Outgoing	6,598	4,886
<b>TOTAL</b>	<b>26,169</b>	<b>21,360</b>

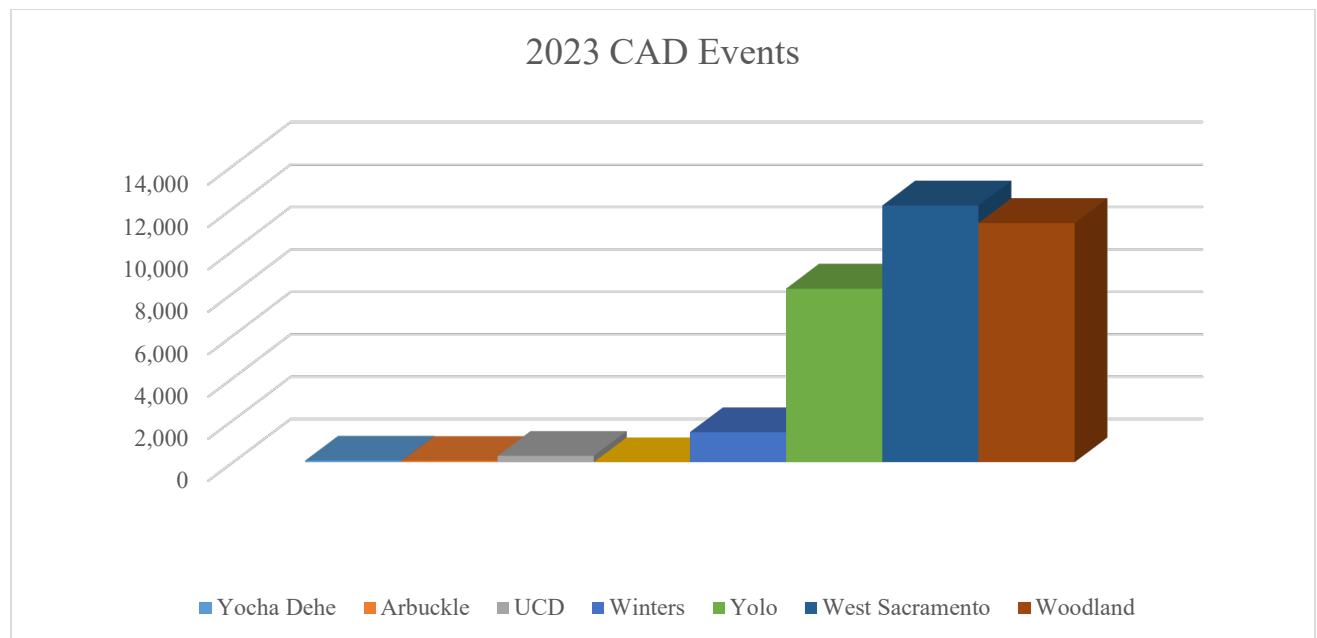
## 2023 YTD Incoming Non-Emergency Lines



### Monthly CAD Events:

	JAN	FEB	YTD
<b>West Sacramento</b>			
Law	5,147	4,156	9,303
Fire	542	348	890
Medical	675	568	1,243
Animal Control	191	167	358
Public Works/Support	292	30	322
<b>TOTAL</b>	<b>6,847</b>	<b>5,269</b>	<b>12,116</b>
<b>Winters</b>			
Law	632	528	1,160
Fire	51	68	119
Medical	51	37	88
Animal Control	14	23	37
Public Works/Support	15	6	21
<b>TOTAL</b>	<b>763</b>	<b>662</b>	<b>1,425</b>
<b>Woodland</b>			
Law	4,958	4,093	9,051
Fire	399	327	726
Medical	462	437	899
Animal Control	202	163	365
Public Works/Support	190	61	251
<b>TOTAL</b>	<b>6,211</b>	<b>5,081</b>	<b>11,292</b>

	JAN	FEB	YTD
<b>YSO</b>			
Law	2,816	2,670	5,486
Fire	423	481	904
Medical	119	94	213
Animal Control	223	206	429
Public Works/Support	627	541	1,168
<b>TOTAL</b>	<b>4,208</b>	<b>3,992</b>	<b>8,200</b>
<b>Yocha Dehe</b>			
Fire	18	9	27
Medical	26	20	46
<b>TOTAL</b>	<b>44</b>	<b>29</b>	<b>73</b>
<b>Arbuckle</b>			
Fire	13	16	29
Medical	13	18	31
<b>TOTAL</b>	<b>26</b>	<b>34</b>	<b>60</b>
<b>UCD/DFD</b>			
Fire	103	77	180
Medical	64	56	120
<b>TOTAL</b>	<b>167</b>	<b>133</b>	<b>300</b>
<b>GRAND TOTAL</b>	<b>18,266</b>	<b>15,200</b>	<b>33,466</b>



CLETS Inquiries/Returns:

	<b>JAN</b>	<b>FEB</b>	<b>YTD</b>
Inquiries	28,492	24,863	<b>53,355</b>
Returns	46,047	40,182	<b>86,229</b>

Confidential Records Requests (Audio & CAD Print out):

<b>JAN</b>	<b>FEB</b>	<b>YTD</b>
23	15	<b>38</b>

After-Hours Records Entries:

	<b>JAN</b>	<b>FEB</b>	<b>YTD</b>
West Sacramento	277	249	<b>526</b>
Winters	0	1	<b>1</b>
Woodland	0	8	<b>8</b>
<b>TOTAL</b>	<b>277</b>	<b>258</b>	<b>535</b>

Text to 9-1-1:

	<b>JAN</b>	<b>FEB</b>	<b>Total YTD</b>
<b>TOTAL</b>	17	17	<b>34</b>

IROC (Fire Resource Ordering Entries):

	<b>JAN</b>	<b>FEB</b>	<b>YTD</b>
IROC	1	1	<b>2</b>

9-1-1 Answering Times:

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

Month & (Busiest Hour)	<u><a href="#">JAN</a></u> <u><a href="#">(1700)</a></u>	<u><a href="#">FEB</a></u> <u><a href="#">(1600)</a></u>	YTD AVERAGE
0-10 seconds	95.05%	96.39%	<b>95.72%</b>
0-15 seconds	98.76%	99.64%	<b>99.20%</b>
0-20 seconds	100.00%	100.00%	<b>100.00%</b>

## Projects:

1. Leadership Development Training
  - a. Leadership pilot program
2. EMD-QA
  - a. Ops Supervisor Hoyt reviews all cardiac events and calls that include PAIs and provides weekly feedback to staff, focusing on case review and compliance.
  - a. Monthly Cardiac Events entered in Yolo County Cardiac Arrest CQI
3. Disaster Recovery Plan
  - a. Cases completed, ongoing training with the staff on evacuation procedures
  - b. Cases being used in tactical call outs
4. Recruitment
  - a. Four applicants have moved forward to the background phase of the selection process for the April 2023 Academy.
  - b. Next recruitment is scheduled to open April 2023, with an academy scheduled for August 2023.
5. Succession Planning
6. 2023 In-Service Training Plan
  - a. Pre-fire season training- March 2023
  - b. Active Shooter training- April 2023
  - c. IROC refresher training- May 2023
  - d. CTO Train the Trainer- September 2023
  - e. ProQa refresher training- November 2023
7. CalOES GIS Pilot Project
8. NG9-1-1 Equipment Installations
  - a. YECA is in Phase 2 (CalOES changed from phase 5 to 2 10/20/2021)
  - b. CPE Software Upgrade completed 4/13/2021
  - c. Atos Equipment installation completed 11/15/2021
  - d. Migration from Comtech Text to 9-1-1 to Rapid Deploy Radius completed 02/23/2022
  - e. Tentative NG 911 installation in September 2024
9. Tentative CPE installation in September 2024
10. Applicant Tracking System
11. Onboarding Implementation
12. Headset Replacement
13. Employee evaluation model
14. Furniture replacement

Agenda Item: 5.c

## YECA BUDGET MANAGEMENT SUMMARY

2022 / 2023 As of 03/23/2023

		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%
		JUL-22	AUG-22	SEPT-22	OCT-22	NOV-22	DEC-22	JAN-23	FEB-23	MAR-23	APR-23	MAY-23	JUN-23
B/U	30												
	ADMINISTRATION												
	Appropriations	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761
	Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 266,000	\$ -	\$ -	\$ -
	Expenditures	\$ 74,789	\$ 377,452	\$ 472,787	\$ 525,639	\$ 785,670	\$ 889,270	\$ 926,487	\$ 1,040,197	\$ 1,079,951			
	Unencumbered	\$ 2,072,972	\$ 1,770,309	\$ 1,674,974	\$ 1,622,122	\$ 1,362,091	\$ 1,339,224	\$ 1,221,274	\$ 1,107,564	\$ 801,810	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761
	Percent Expended	3%	18%	22%	24%	37%	41%	43%	48%	63%	0%	0%	0%
B/U	40												
	OPERATIONS - DISPATCH												
	Appropriations	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852
	Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Expenditures	\$ 475,444	\$ 778,995	\$ 1,195,557	\$ 1,374,261	\$ 1,782,495	\$ 2,095,741	\$ 2,463,327	\$ 2,763,948	\$ 2,938,301			
	Unencumbered	\$ 4,049,408	\$ 3,745,857	\$ 3,329,295	\$ 3,150,591	\$ 2,742,357	\$ 2,429,111	\$ 2,061,525	\$ 1,760,904	\$ 1,586,551	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852
	Percent Expended	11%	17%	26%	30%	39%	46%	54%	61%	65%	0%	0%	0%
B/U	50												
	INFORMATION TECHNOLOGY												
	Appropriations	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140
	Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Expenditures	\$ 45,188	\$ 381,404	\$ 426,509	\$ 446,799	\$ 456,029	\$ 495,405	\$ 500,179	\$ 513,451	\$ 551,496			
	Unencumbered	\$ -	\$ 320,736	\$ 275,631	\$ 255,341	\$ 246,111	\$ 206,735	\$ 201,961	\$ 188,689	\$ 150,644	\$ 702,140	\$ 702,140	\$ 702,140
	Percent Expended	6%	54%	61%	64%	65%	71%	71%	73%	79%	0%	0%	0%
	TOTAL Appropriations	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753
	Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 266,000	\$ -	\$ -	\$ -
	Expenditures	\$ 595,421	\$ 1,537,851	\$ 2,094,853	\$ 2,346,699	\$ 3,024,194	\$ 3,480,416	\$ 3,889,994	\$ 4,317,596	\$ 4,569,748	\$ -	\$ -	\$ -
	Unencumbered	\$ 6,779,332	\$ 5,836,902	\$ 5,279,900	\$ 5,028,054	\$ 4,350,559	\$ 3,894,337	\$ 3,484,759	\$ 3,057,157	\$ 2,539,005	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753
	Percent Expended	8%	21%	28%	32%	41%	47%	53%	59%	66%	0%	0%	0%
	TOTAL Estimated Revenue	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246
	Realized Revenue	\$ 351,448	\$ 3,773,352	\$ 3,789,054	\$ 3,789,808	\$ 4,986,237	\$ 4,989,570	\$ 5,016,588	\$ 6,183,311	\$ 6,184,118			
	Unrealized Revenue	\$ 6,484,798	\$ 3,062,894	\$ 3,047,192	\$ 3,046,438	\$ 1,850,009	\$ 1,846,676	\$ 1,819,658	\$ 652,935	\$ 652,128	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246
	Percent Realized	5%	55%	55%	55%	73%	73%	73%	90%	90%	0%	0%	0%





## Quarter 4, 2022 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	81	183	67	7	82	292	77	147	80	629
2	122	1,447	120	127	116	1,498	108	359	118	3,431

### 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	92	147	37	7	73	249	64	146	75	549
2	136	999	77	123	142	1,186	100	338	131	2,646

### 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	107	36	0	-	95	43	62	1	100	80
2	210	448	144	4	268	312	184	21	232	785

### 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	430	36	0	-	662	43	84	1	550	80
2	1237	448	128	4	1188	312	606	21	1195	785

### 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	159	183	129	7	160	292	64	147	137	629
2	477	1,447	79	127	360	1,498	130	359	375	3,431



## Quarter 4, 2022 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	41	632	55	51	50	711	91	5	91	173	51	1,572
Code 3	57	1,688	56	159	57	2,200	54	85	60	879	57	5,011

### 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	632	16	51	23	711	18	5	23	173	20	1,572
Code 3	56	1,688	19	159	35	2,200	18	85	76	879	48	5,011

### 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	31	272	39	7	42	248	79	4	52	71	38	602
	Code 3	62	424	65	55	64	736	68	31	57	472	62	1,718
Medical Aid Call Types	Code 2	48	362	58	44	53	462	143	1	116	103	58	972
	Code 3	55	1,236	51	104	53	1,448	45	54	62	409	55	3,251

### 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	18	272	16	7	27	248	19	4	30	71	23	602
	Code 3	25	424	23	55	26	736	23	31	26	472	26	1,718
Medical Aid Call Types	Code 2	16	362	16	44	19	462	14	1	18	103	18	972
	Code 3	17	1,236	17	104	18	1,448	15	54	21	409	18	3,251

YOLO  
EMERGENCY  
COMMUNICATIONS  
AGENCY



2022  
ANNUAL CALLS  
FOR SERVICE REPORT

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YECA – YOLO  
EMERGENCY  
COMMUNICATIONS  
AGENCY

EMD – EMERGENCY  
MEDICAL DISPATCHER

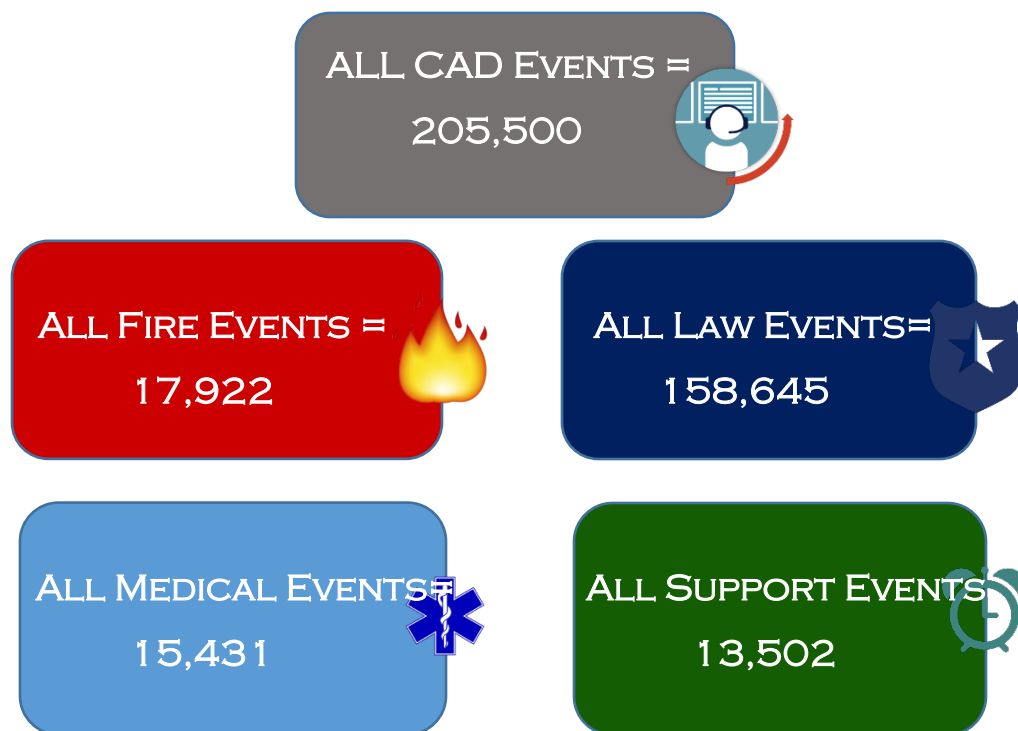
CLETS – CALIFORNIA  
LAW ENFORCEMENT  
TELECOMMUNICATIONS  
SYSTEM

CAD – COMPUTER  
AIDED DISPATCH

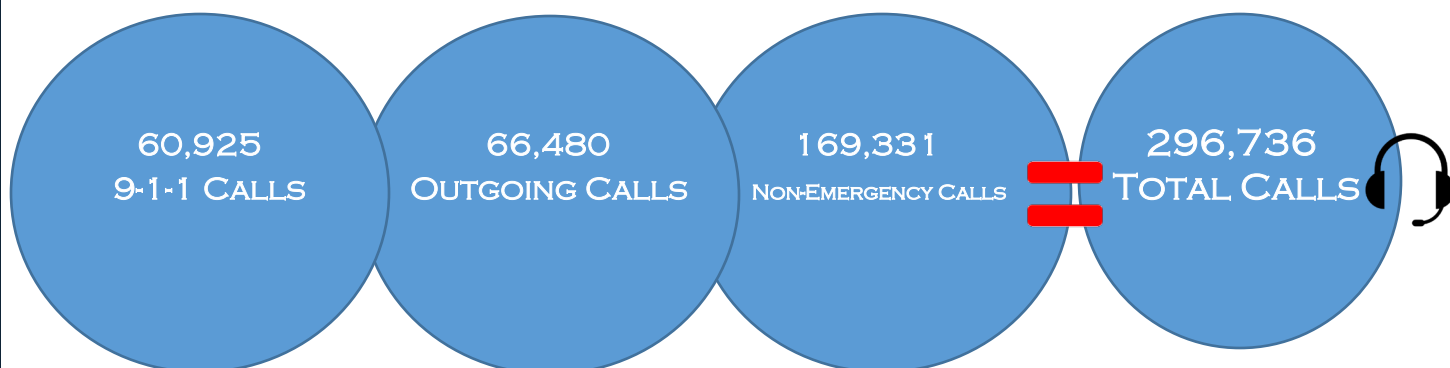
JPA – JOINT POWERS  
AUTHORITY

# CAD EVENTS & ALL PHONE

YECA UTILIZES CENTRAL SQUARE CAD SOFTWARE TO SUPPORT THE COMPLEXITIES OF YECA'S MULTI-JURISDICTIONAL ENVIRONMENT.



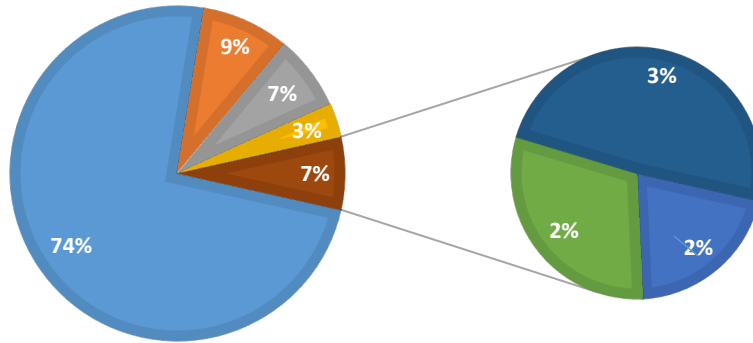
YECA UTILIZES AT&T'S VESTA PHONE SYSTEM TO RETRIEVE AND PROCESS INCOMING AND OUTGOING CALLS.



# ALL AGENCIES

## 2022 OVERALL STATISTICS

■ Law ■ Fire ■ Medical ■ Police Records Entries\* ■ Probation ■ Public Works/Support ■ Animal Control



Overall YECA	2021 Total	2022 Total	% Change
<b>Calls for Services</b>			
Law	159,535	158,645	-1%
Fire	17,718	17,922	1%
Medical	14,065	15,431	10%
Police Records Entries*	8,492	6,867	-19%
Probation	3,056	3,075	1%
Public Works/Support	4,896	4,496	-8%
Animal Control	8,019	7,230	-9%
<b>Total</b>	<b>215,781</b>	<b>213,666</b>	<b>-1%</b>

\*WEIGHTED BY TIME

# CITY OF WINTERS



Agency	2021 Total	2022 Total	% Change
<b>City of Winters</b>			
Police	7,206	7,636	6%
Police Records Entries*	186	203	9%
Fire	679	628	-8%
Medical	413	570	38%
Public Works	58	60	3%
Animal Control	181	256	41%
CLETS Returns	24,182	22,776	-6%
Phone Calls	11,883	11,869	0%
<b>Total</b>	<b>44,788</b>	<b>43,998</b>	<b>-2%</b>

\*WEIGHTED BY TIME

# CITY OF WOODLAND



Agency	2021 Total	2022 Total	% Change
<b>City of Woodland</b>			
Police	63,168	60,901	-4%
Police Records Entries*	4,461	2,681	-40%
Fire	4,713	4,734	0%
Medical	5,368	5,732	7%
Public Works	992	1,019	3%
Animal Control	2,295	2,406	5%
CLETS Returns	229,765	204,988	-11%
Total Phone Calls	112,893	106,824	-5%
<b>Total</b>	<b>423,655</b>	<b>389,285</b>	<b>-8%</b>

\*WEIGHTED BY TIME



# CITY OF WEST SACRAMENTO



Agency	2021 Total	2022 Total	% Change
<b>City of West Sacramento</b>			
Police	55,526	56,085	1%
Police Records Entries*	3,845	3,983	4%
Fire	4,431	5,125	16%
Medical	6,305	6,912	10%
Public Works	568	518	-9%
Animal Control	3,029	2,103	-31%
CLETS Returns	205,553	193,600	-6%
Total Phone Calls	101,009	100,890	0%
<b>Total</b>	<b>380,266</b>	<b>369,216</b>	<b>-3%</b>

\*WEIGHTED BY TIME

# COUNTY OF YOLO



Agency	2021 Total	2022 Total	% Change
<b>County of Yolo</b>			
Sheriff	30,515	32,724	7%
Fire	6,346	5,861	-8%
Medical	1,168	1,172	0%
Public Works	260	198	-24%
Animal Control	2,514	2,465	-2%
District Attorney	6	2	-67%
Maintenance	36	21	-42%
Probation	3,056	3,075	1%
Social Services	1,253	1,212	-3%
Environmental Health	14	7	-50%
Explosive Ordinance	16	13	-19%
Fire Service Misc.	365	365	0%
Public Guardian	51	57	12%
CLETS Returns	145,097	125,270	-14%
Total Phone Calls	71,301	65,281	-8%
<b>Total</b>	<b>261,998</b>	<b>237,723</b>	<b>-9%</b>

# UNIVERSITY OF CALIFORNIA DAVIS



Contract Fire	2021 Total	2022 Total	% Change
<b>UC Davis Fire</b>			
Fire	857	1,037	21%
Medical	410	580	41%
Move-Ups	164	132	-20%
<b>Total</b>	<b>1,431</b>	<b>1,749</b>	<b>22%</b>

# YOCHA DEHE FIRE



Agency	2021 Total	2022 Total	% Change
<b>Yocha Dehe Wintun Nation</b>			
Fire	137	147	7%
Medical	250	248	-1%
<b>Total</b>	<b>387</b>	<b>395</b>	<b>2%</b>

# ARBUCKLE FIRE



Contract Fire	2021 Total	2022 Total	% Change
<b>Arbuckle</b>			
Fire	260	237	-9%
Medical	204	234	15%
<b>Total</b>	<b>464</b>	<b>471</b>	<b>2%</b>

YOLO EMERGENCY COMMUNICATIONS AGENCY  
SUMMARY OF FISCAL YEAR 2021/22 AUDIT RESULTS

April 5, 2023

Presentation by Richardson & Company, LLP of the Audited Financial Statements, including the following communications required by Generally Accepted Auditing Standards:

Reports issued

Audited Financial Statements with auditors opinion

Internal Control and Compliance Reports Required communications letter

Management letter with recommendations

Independent Auditor's Report (pages 1 to 3)

Unmodified (clean) opinion

Highlights of financial statements

Statement of Net Position (page 4)

Negative unrestricted net position of \$1.3 million due to pension and OPEB obligations

New lease liability recorded for equipment and Bald Mountain property

Statement of Activities (page 5)

Revenues exceed expenses by \$433,000 (including non cash expenses: depreciation of \$660,000, pension of \$(439,000) and OPEB of \$244,000)

General Fund Balance Sheet (page 6)

Fund balance assigned for various purposes of \$2.5 million

Unassigned fund balance of \$775,000

General Fund Revenue/Expense (page 8)

Net income (addition to reserves) of \$410,000

Pension Plan, Note 6 (pages 21 to 25) – liability decreased \$2.3 million to \$1.4 million due to unusually large investment earnings on plan assets as of June 30, 2021 measurement date

OPEB Plan, Note 8 (pages 26 to 30)—liability increased \$319,000 due to no prefunding of plan and updated actuarial assumptions Budget to Actual Comparison (page 38)

Budgeted deficit of \$175,000, actual surplus of \$352,000

Reports on Internal Control and Compliance (page 43)

Clean report

No internal control weaknesses or compliance issues

Required Communications Letter

Significant estimates used—pension and OPEB amounts are volatile

Audit adjustments – 2 audit adjustments identified

No difficulties in performing the audit and no unusual accounting practices

Management letter

One areas of improvement noted

Obtain payroll journal entry from payroll system



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## REQUIRED COMMUNICATIONS LETTER

To the Board of Directors  
Yolo Emergency Communications Agency  
Woodland, California

We have audited the financial statements of the Yolo Emergency Communications Agency (YECA) for the year ended June 30, 2022 and have issued our report thereon dated March 23, 2023. Professional standards require that we provide you with the information about our responsibilities under generally accepted auditing standards and, if applicable, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we provide you with the following information related to our audit.

### Our Responsibility under U.S. Generally Accepted Auditing Standards (GAAS) and *Government Auditing Standards*

As stated in our engagement letter dated February 3, 2020, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal control of YECA. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of YECA's compliance with certain provisions of laws, regulations, contracts and grants. However, the objective of our tests was not to provide an opinion on compliance with such provisions.

### Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involves judgment about the number of transactions to be examined and the areas to be tested.

Our audit included obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further auditing procedures. Material misstatements may result from (1) errors, (2) fraudulent financial report, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We have communicated internal control related matters that are required to be communicated under professional standards in a separate letter. We performed the audit according to the planned scope previously communicated to you in our engagement letter dated February 3, 2020.

### Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. YECA implemented Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*. The implementation of GASB Statement No. 87 resulted in the recognition of a lease liability and an intangible right-to-use lease asset. Note 4 to the financial statements describes the impact of GASB Statement No. 87 on the YECA's financial statements. The significant accounting policies used by YECA are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transaction entered into by YECA during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Accounting estimates are used in determining the depreciable lives and methods used for capital assets and the valuation of the OPEB liability and net pension liability. The depreciable lives and methods used for capital assets affects the amount of depreciation expense that is recorded and are based on YECA's estimate of the useful lives of the assets. The net OPEB liability is based on an actuarial report, which is based on assumptions including future employment, retirement rates and future costs of health care and health insurance. The net pension liability was determined through an actuarial valuation performed by CalPERS, which is performed annually. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements were:

Pension Liability: Information on YECA's pension plans, including YECA's share of the unfunded pension liability, is shown in Note 6. YECA's share of the unfunded pension liability at June 30, 2021, the most recent measurement date, was \$1,422,635 which is reflected as a liability in YECA's financial statements as of June 30, 2022. The pension liability decreased by \$2,293,155 due to the unusually large investment earnings on the CalPERS plan assets as of the June 30, 2021 valuation.

Other Postemployment Benefits: Information on YECA's other postemployment benefits is included in Note 8. YECA's unfunded OPEB liability at June 30, 2021, the most recent measurement date, was \$3,571,026 which is reflected as a liability in YECA's financial statements as of June 30, 2022. The liability continues to increase because YECA is not pre-funding the Plan, only paying premiums for current retirees.

The financial statement disclosures are neutral, consistent, and clear.

### Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

### Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Two adjustments were noted as a result of our audit, related to additional adjustments provided by YECA after the start of the audit and implementation of GASB Statement No. 87, *Leases*.



Disagreements With Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 23, 2023.

Management Consultations With Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to YECA's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Matters

We applied certain limited procedures to the other postemployment benefits schedule of funding progress, schedule of the proportionate share of the net pension liability, and schedule of contributions to the pension plan, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

This information is intended solely for the use of the Board of Directors and management of YECA and is not intended to be and should not be used by anyone other than these specified parties.

*Richardson & Company, LLP*

March 23, 2023



550 Howe Avenue, Suite 210  
Sacramento, California 95825

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FAX: (916) 564-8728

## MANAGEMENT LETTER

To the Board of Directors  
Yolo Emergency Communications Agency  
Woodland, California

In planning and performing our audit of the financial statements of the Yolo Emergency Communications Agency (YECA) for the year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered YECA's internal control over financial reporting (internal control) as a basis for determining our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of YECA's internal control. Accordingly, we do not express an opinion on the effectiveness of YECA's internal control. However, during our audit we became aware of the following matters that have been included in this letter for your consideration.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The following matters have been included in this letter for your consideration:

ADP Payroll Register: We were not able to tie the ADP payroll register directly to expenses as part of our audit procedures. We were able alternatively agree the cash disbursement to the general ledger. We recommend that the Agency work with ADP to provide a journal entry that will agree expenses to those listed on the payroll register.

\* \* \* \* \*

We would like to take this opportunity to acknowledge the courtesy and assistance extended to us during the course of the audit. This report is intended solely for the information and use of the Board, management, and others within the organization and is not intended to be and should not be used by anyone other than these specific parties.

*Richardson & Company, LLP*

March 23, 2023

## STAFF REPORT

**Agenda Item:** 8.a

**Date:** April 5, 2023

**To:** YECA Governing Board

**From:** Dena Humphrey, Executive Director

**Subject:** YECA Proposed Draft Budget for FY23/24 – \*Information Only

**Summary:**

This year's proposed budget for FY23/24 captures the operational costs for current staffing of 46 FTE's. The FY23/24 Proposed Budget is inclusive of all bargaining costs for the represented and non-represented.

**Agency Overall:**

The total final budget for FY23/24 is \$7,733,861. The use of surplus funds \$350k, and revenue from the UCD Fire contract \$137k, Arbuckle Fire \$44k, Homeland Security Grants \$164k, T-Mobile lease agreement \$35k, and \$47k in bank interest and IRS Subsidies brought a total reduction of \$777k, to the member allocations. Revenue offsets for member allocations increased \$34k or 6%.

The total net budget increase from previous year was \$161,517, or a 2.65% increase. Majority of the increase came from salaries \$150k, YCPARMIA increases, utilities, and software.

FY23/24 will be year 7 of the 10-year capital plan. In prior years, capital costs were presented separately and typically funded with bond money or fund balance. The CIP now includes a 10-year forecast, which evenly allocates money yearly into the capital fund to ease spikes to members and ensures future funding for needed equipment.

**Cost Changes for FY23/24:**

Salaries & benefits for 46 FTE's increased by \$150k or 2.8%. The cost increase is inclusive of bargaining and reflects overall increases from i.e., CalPERS, Merits, COLA's, Medical, and OPEB. Total salaries increased \$75k, or 50% from previous year's budget. CalPERS costs increased \$13k, or 1.9% from previous year's budgeted amount. CalPERS Medical increased \$32k, or 3.9%. YCPARMIA Workmen's Compensation increased \$20k or 20%.

Supplies & Services major object resulted in an increase of \$53k, or 4.4%. A major contributor to this increase came from YCPARMIA with a \$28k, increase in General Liability this was a 23% increase from previous budget; while utilities and software costs have also increased.

# Fiscal Year Comparison

Current year budget FY22/23 comparison to FY23/24 proposed budget:

Major Objects	FY22/23	Proposed FY23/24	Change	Percent
Total Salaries & Benefits	\$ 5,458,966	\$ 5,609,621	\$ 150,655	2.7%
Total Service & Supplies	\$ 1,193,863	\$ 1,246,890	\$ 53,027	4.4%
Total Other Charges	\$ 353,924	\$ 345,447	\$ (8,477)	-2.4%
Capital Equipment & Reserve	\$ 368,000	\$ 531,903	\$ 163,903	30.8%
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 7,374,753</b>	<b>\$ 7,733,861</b>	<b>\$ 359,108</b>	<b>4.8%</b>

Total Member Contribution	\$ 6,444,329	\$ 6,631,757	\$ 187,428	3.9%
Total Capital Lease Payments	\$ 351,424	\$ 342,947	\$ (8,477)	-2.4%
Total Other	\$ 579,000	\$ 759,157	\$ 180,157	31.0%
<b>TOTAL REVENUE</b>	<b>\$ 7,374,753</b>	<b>\$ 7,733,861</b>	<b>\$ 359,108</b>	<b>4.8%</b>

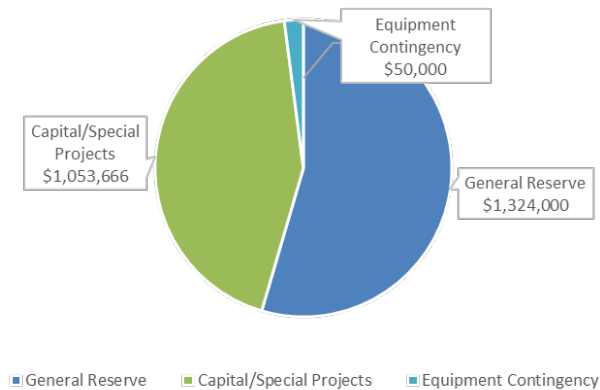
## **FY22/23 Current Year – Reserve Balance Summary:**

The General Reserve established Nov 2015 for emergency needs has a current balance \$1.324M, representing 20% of the current FY23 operating budget (goal set by the JPA Board 20%).

The Capital/Special Projects Reserve is expected to have an FY22/23 yearend balance of \$1.053M.

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

## **FY22/23 Current Reserve Balances**

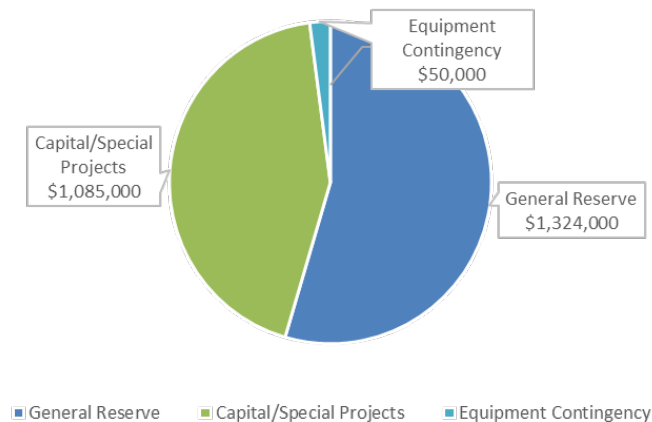


### **FY23/24 Proposed – Reserve Balance Summary:**

The proposed recommendation is to keep the \$1.324M balance the same for FY23/24. This would reflect 19% of the operating budget in reserves reaching 97% of the Board’s goal. Given the facility needs to replace the roof, no recommendation is being made to increase the General Reserve at this time.

The Capital/Special Projects Reserve proposed budget includes a contribution of \$368k into the fund for FY24, leaving the balance at \$1,085M, an increase of \$31k.

### **Proposed FY23/24 Reserve Balances**



### **Use of Fund Balance**

The agency realized a \$775k fund balance, \$200k is money set –aside for grant matches allocated last year by the YECA Board. The remaining balance \$575k, is a result of vacancies and carryovers from prior years, as noted in the FY21/22 Financial Audit. As a result, the agency proposes the following use of funds:

Description	Year	Amount	Fund	Division
Offset Member Shares for FY24 Budget	FY24	\$ 350,000	#10	#30
YECA Building Roof	FY24	\$ 200,000	#20	
Temporary Help – IT Technician	FY24	\$ 25,000	#10	
<b>Total</b>		<b>\$ 575,000</b>		

1. To offset member shares for FY23/24, the use of \$350k from fund balance was built into the FY23/24 Budget.
2. Yolo County General Services completed a roofing assessment and provided a full report detailing the roof’s condition. The estimated replacement cost is approximately \$220k.
3. This year a request is being made to assist the IT Division with an extra help person.

## Proposed Draft FY23/24 Member Agency Allocations

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

For the FY23/24 proposed draft budget encompassing member formula allocation, after-hour records were disregarded for both the Cities of Woodland & Winters for their three-year rolling averages.

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

Agency Totals	Current Year's Allocations	New Proposed Allocations	Amount Change	Percent
	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>Increase/ (Decrease)</b>	
<b>Winters - O&amp;M/Capital</b>	\$262,676	\$276,676	\$14,000	
<b>Winters - Debt Service</b>	<u>\$21,837</u>	<u>\$21,808</u>	<u>(\$29)</u>	
<b>Total</b>	<b>\$284,513</b>	<b>\$298,484</b>	<b>\$13,971</b>	<b>5%</b>
<b>Woodland - O&amp;M/ Capital</b>	\$2,327,395	\$2,386,204	\$58,809	
<b>Woodland - Debt Service</b>	<u>\$96,367</u>	<u>\$96,239</u>	<u>(\$128)</u>	
<b>Total</b>	<b>\$2,423,762</b>	<b>\$2,482,443</b>	<b>\$58,681</b>	<b>2%</b>
<b>West Sac - O&amp;M/Capital</b>	\$2,182,265	\$2,234,648	(\$52,383)	
<b>West Sac - Debt Service</b>	<u>\$55,069</u>	<u>\$54,995</u>	<u>(\$74)</u>	
<b>Total</b>	<b>\$2,237,334</b>	<b>\$2,289,643</b>	<b>\$52,309</b>	<b>2%</b>
<b>Yolo County - O&amp;M/Capital</b>	\$1,628,665	\$1,663,375	\$34,710	
<b>Yolo County - Debt Service</b>	<u>\$142,833</u>	<u>\$142,643</u>	<u>(\$190)</u>	
<b>Total</b>	<b>\$1,771,498</b>	<b>\$1,806,018</b>	<b>\$34,520</b>	<b>2%</b>
<b>Yocha Dehe - O&amp;M/Capital</b>	\$69,238	\$70,854	\$1,616	
<b>Yocha Dehe - Debt Service</b>	<u>\$8,557</u>	<u>\$8,545</u>	<u>(\$12)</u>	
<b>Total</b>	<b>\$77,795</b>	<b>\$79,399</b>	<b>\$1,604</b>	<b>2%</b>

## 5-Year Projections (FY23/24 – FY27/28)

CalPERS	5-Year Projected Future Employer Contribution Rates				
	2023-24	2024-25	2025-26	2026-27	2027-28
<b>Employer Normal Cost%:</b>	12.47%	12.5%	12.5%	12.5%	12.5%
<b>Employer Normal Cost</b>	\$ 336,522	\$ 349,982	\$ 362,232	\$ 374,910	\$ 388,032
<b>UALS</b>	\$ 309,925	\$ 297,000	\$ 271,000	\$ 245,000	\$ 209,000
<b>Total CalPERS Cost</b>	<b>\$ 646,447</b>	<b>\$ 646,982</b>	<b>\$ 633,232</b>	<b>\$ 619,910</b>	<b>\$ 597,032</b>
<b>Amount Change</b>	-	\$ 535	\$ (13,750)	\$ (13,322)	\$ (22,878)
<b>Percent Change</b>	-	-	-2.1%	-2.1%	-3.7%

OPEB	5-Year Projected Annual Benefit				
	2023-24	2024-25	2025-26	2026-27	2027-28
<b>Annual Projected Cost</b>	\$ 89,686	\$ 91,879	\$ 91,182	\$ 94,214	\$ 96,992
<b>Amount Change</b>	-	\$ 2,193	\$ (697)	\$ 3,032	\$ 2,778
<b>Percent Change</b>	-	2.0%	-	3.3%	3.0%

5-Year YECA Member Annual Projection					
Members	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28
Winters	\$ 298,484	\$ 310,423	\$ 322,840	\$ 335,754	\$ 349,184
Woodland	\$ 2,482,443	\$ 2,581,741	\$ 2,685,010	\$ 2,792,411	\$ 2,904,107
W. Sac	\$ 2,289,643	\$ 2,381,229	\$ 2,476,478	\$ 2,575,537	\$ 2,678,558
Yolo	\$ 1,806,018	\$ 1,878,259	\$ 1,953,389	\$ 2,031,525	\$ 2,112,786
Yocha Deha	\$ 79,399	\$ 82,575	\$ 85,878	\$ 89,313	\$ 92,886
<b>Total</b>	<b>\$ 6,955,987</b>	<b>\$ 7,234,226</b>	<b>\$ 7,523,596</b>	<b>\$ 7,824,539</b>	<b>\$ 8,137,521</b>
<b>Amount Change</b>	-	\$ 278,239	\$ 289,369	\$ 300,944	\$ 312,982
<b>Percent Change</b>	-	3.9%	4.0%	4.0%	4.0%

In summary, the proposed FY23/24 Budget reflects on average a 2% increase per member. The above projection uses 4% increases and is inclusive of the debt service; resulting in an added buffer for this projection especially in FY25/26 when the debt service is fully paid off. The current CalPERS pension evaluation projects costs to begin decreasing in FY25/26, however uncertainty remains with the potential lowering of the discount rate.

## **STAFF REPORT**

### **Agenda Item: 8.b**

**Date:** April 5, 2023  
**To:** YECA Governing Board  
**From:** Dena Humphrey, Executive Director  
**Subject:** Proposed FY23/24 Capital Investment Plan (CIP)

### **Summary:**

The Final CIP costs for FY24 is a continuation of the 10-year plan. The initial draft to the Board for the 10-year CIP was approved April 2017. The plan identifies when the asset is needed along with potential funding streams from grants or State reimbursements. The projected Capital/Special Projects fund balance at FY23 yearend is projected to be \$1.053M.

The Board approved a fixed overall contribution of \$368k into the plan. This allows member agencies to receive a stable allocation for capital costs and provides YECA necessary funds for fluent operations. The total cost over the 10-year plan is estimated \$3.7M comprising of multiple equipment replacements throughout the years, primarily focusing on the replacement of the microwave system and radios in years FY24 and FY26.

The FY23/24 proposed expenditures for equipment is approximately \$500k. The approved grants expected to fund partial of FY24 equipment expenditures is 33% or \$164k, leaving the balance to be paid by the annual member CIP contribution.

### **Current FY22/23 CIP Items – Status**

#### **TSM 8000 Server – Microwave: (Slated for Completion May 2023)**

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



### **Proposed FY23/24 CIP Items:**

#### **Dispatch Furniture Consoles:**

The current furniture in the communications center was purchased 20 years ago and is showing its age being used 24 x 7. The \$85k, amount was used five years ago as a budgetary figure. Recent quotes have projected the budgetary costs to be approximately \$260k.

#### **R740 Servers (2):**

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

#### **9-1-1 Voice Logger (Server):**

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

#### **SAN (Disaster Recovery):**

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

#### **Portable Radio's:**

This is to replace YECA's existing cache of portable back-up radios in the event of a console radio going down to communicate to the field or during an evacuation of the center.

### Summary of costs for Proposed FY23/24 CIP Items:

Project	Cost	Status
Dispatch Furniture	\$ 260,000	<i>Slated for FY24</i>
R740 Servers	\$ 52,000	<i>Slated for FY24</i>
911 Voice Loggers	\$ 63,000	<i>Slated for FY24</i>
SAN	\$ 90,000	<i>Slated for FY24</i>
Portable Radios (5)	\$ 35,000	<i>Slated for FY24</i>
<b>TOTAL</b>	<b>\$ 500,000</b>	

FY23/24 CIP  
4-Year Projection

Project	FY 23-24	FY 24-25	FY 25-26	FY 26-27
<b>Furniture</b>				
Dispatch Consoles	\$260,000			
<b>Server Room</b>				
R740 Servers	\$52,000			
Offsite SAN (Disaster Recovery)				
UPS				
Core Switches (6)			\$66,000	
Internet Firewalls			\$16,000	
Interagency Firewalls			\$7,000	
911 Voice Logger (Server only) I	\$52,000			
911 Voice Logger (Server only) II	\$11,000			
SAN	\$90,000			
R730 Servers (2)				
<b>Radio/911 Equipment Room</b>				
Radio/Microwave Multiplexor				\$380,000
Batteries for Radio Power Plant				
Dispatch 911 Phones (CPE)			\$370,000	
TSM 8000 Server - Microwave				
Zetron Toning System				
Radios	\$35,000	\$235,000		
Microwave Radios				\$135,000
Channel Banks				\$135,000
GPS Clocks				\$20,000
Comparators				\$205,000
<b>Radio Sites</b>				
Batteries for Radio Power Plant				
Generator for Bald				
Radios		\$590,000		
Microwave Radios				\$550,000
Channel Banks				\$100,000
GPS Clocks				\$130,000
HVAC			\$60,000	\$60,000
<b>Building</b>				
<b>Totals</b>	\$500,000	\$825,000	\$519,000	\$1,715,000
<b>Total per Funding Source</b>	\$163,903	\$90,000	\$82,000	\$90,000
			\$452,000	
<b>Member Agencies</b>	\$336,097	\$735,000	\$67,000	\$1,625,000
<b>Annual Sinking Fund</b>	\$368,000	\$368,000	\$368,000	\$368,000
<b>Annual Balance</b>	\$31,903	-\$367,000	\$301,000	-\$1,257,000
<b>Running Balance</b>	\$1,148,430	\$781,430	\$1,082,430	-\$174,570

Legend Highlight:

Green = Approved Grant Funding

Yellow = Potential Grant Funding

Grey = Agency Funded

## 8.d Proposed FY23/24 Position Table

### Authorized Position Resolution

as of  
03/28/2023

			Current				Proposed	
<i>Active Positions</i>		Effective	FTE Auth	FTE Funded	FTE Vacant	FTE Current	Proposed FTE Changes	FTE Auth & Funded
1	Executive Director	2015	1	1		1		1
2	HR/Fiscal Administrator	2016	0	0		0		0
3	Administrative Specialist II	2008	0	0		0		0
4	Operations Manager	2008	0	0		0		0
5	Dispatch Supervisor	1999	4	4		4		4
6	911/Public Safety Dispatcher I/II	2015	26	26	4	22		26
7	911/Public Safety Dispatcher III	2006	4	4	2	2		4
8	Dispatch Assistant	2014	4	4		4		4
9	IT Systems Manager	2012	1	1		1		1
10	Sr. Radio Administrator	2013	0	0		0		0
11	Radio Systems Administrator	2008	0	0		0		0
12	Systems Administrator	2018	1	1		1		1
13	Information Technology Specialist	2018	1	1		1		1
14	Accountant II	2021	1	1	1	0		1
15	Deputy Director	2021	1	1		1		1
16	Operations Supervisor	2021	1	1		1		1
17	Sr. Administrative Specialist – Confidential	2022	1	1		1		1
18	Information Technology Technician	2023	0	0		0		0
<b>Totals</b>			46	46	7	39		46

## STAFF REPORT

### Agenda Item: 8.e

**Date:** April 5, 2023  
**To:** YECA Governing Board  
**Thru:** Dena Humphrey, Executive Director  
**From:** Billy Keen, Information Technology Manager  
**Subject:** IT Staffing Summary – IT Helpdesk Technician (Extra-Help) Request

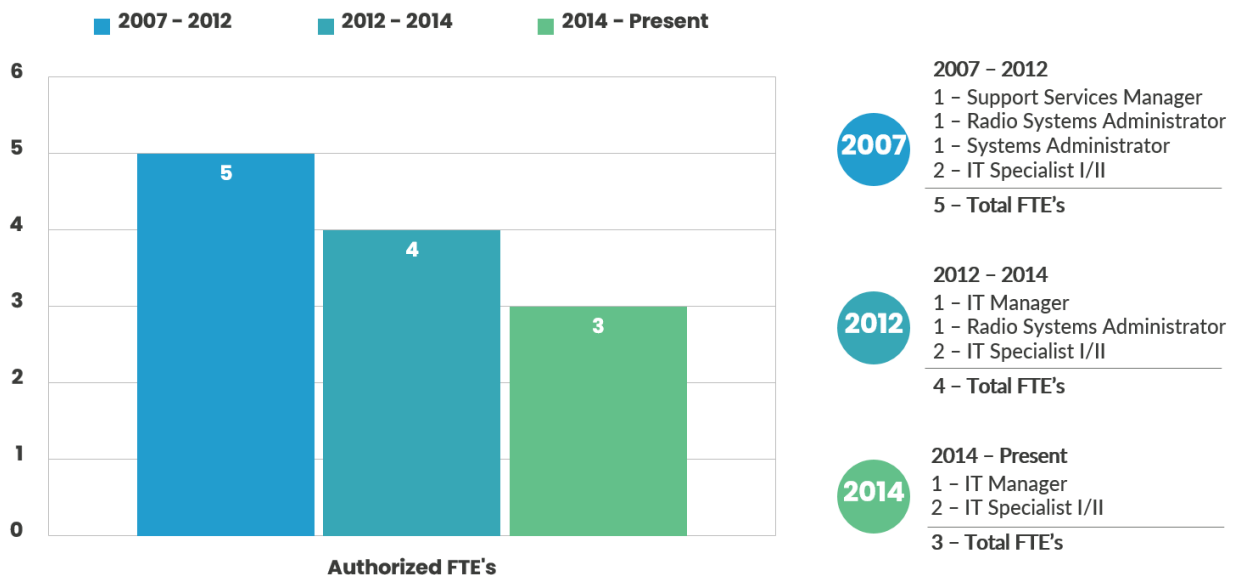
### Summary:

YECA's IT staff is currently comprised of three (3) FTE's, including an IT Manager, Systems Administrator and IT Specialist. These staff monitor, manage, maintain, and upgrade IT infrastructure, radio infrastructure, phone infrastructure, project management, and assist with member agency dispatch related projects. Staff also provides 24/7/365 after-hours support for all network systems and radio infrastructure outages.

### Department Staffing History:

Over the past sixteen (16) years to present, the total number of FTE's was reduced from five (5) to three (3). During the elimination process of the positions, workloads were distributed to existing FTE's.

#### Authorized FTE's



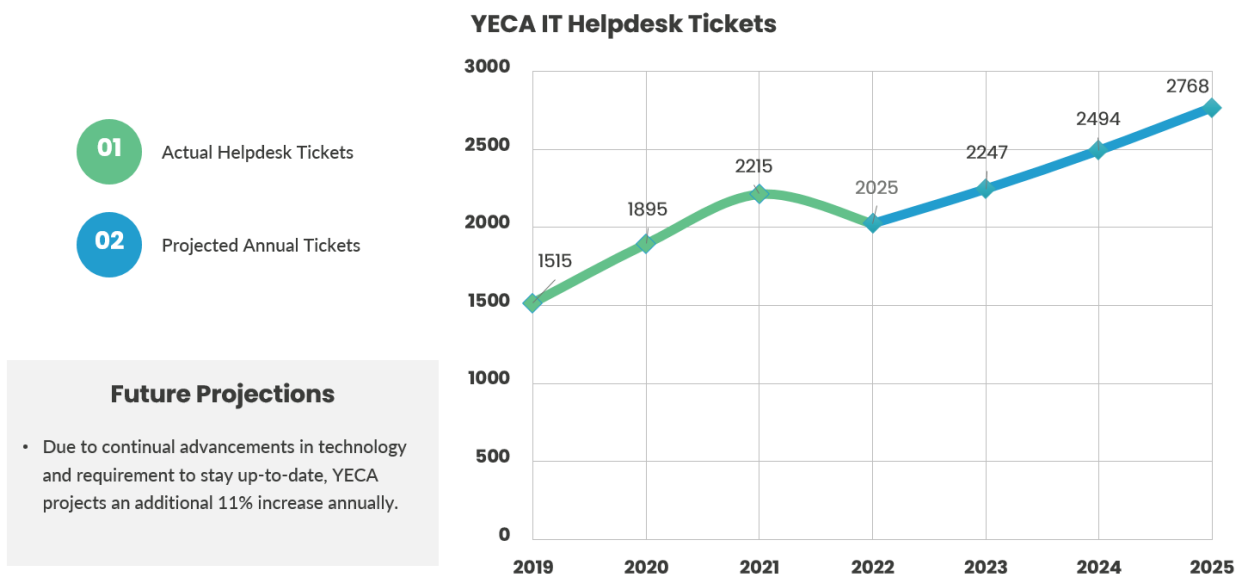
## **Department Responsibilities:**

### ***After-Hours On-Call:***

Department staff provide 6,236 hours of 24x7x365 on-call services annually to dispatch and member agency units for emergency issues and outages while they are required to maintain a 60 minute response time to YECA if on-site support is required. IT staff averages 40 hours of after-hour callouts annually. An after-hours call-out can range from a 15-minute remote support call to a 4+ hour on-site response.

### ***Helpdesk Support:***

Helpdesk tickets are one metric that is utilized by the department to track and log reported issues and enhancements. In 2019, IT processed 1,515 helpdesk tickets which increased to 2,025 tickets in 2022. Based on historical data, YECA projects an 11% increase of helpdesk tickets annually due to projects, upgrades, and implementations.



### ***User Accounts and Unit Support:***

The IT department supports over 2,500 user accounts and 3,125 units for YECA and its member agencies. This support includes password management, account creation/deletion, application support, hardware support, enhancement requests, upgrades, and issue tracking.

### ***Network, Servers and Other Hardware:***

Hardware supported includes 90 servers which require over 1,350 hours annually to install patches, upgrade, and maintain. Also supported are 360 individual hardware devices that include desktops, laptops, security cameras, radios, etc. To maintain public safety standard and reliable infrastructure, YECA maintains a five (5) to eight (8) year replacement cycle pending the longevity of support on individual equipment. This requires all equipment to be replaced on a rotating cycle to ensure high standard dispatching services while decreasing downtime and cybersecurity risk.

YECA maintains a complex network infrastructure that includes a physical production network, virtual production network, physical disaster recovery network and radio network. These networks are made up of over forty (40) switches, routers and miscellaneous network devices that are managed, maintained and updated with new firmware on a quarterly basis to decrease the risk of cybersecurity exploits. Patching all devices require approximately 250 hours annually.

YECA's network has secure connections to outside networks that include; Cities of West Sacramento, Woodland, Winters, County of Yolo, Yocha Dehe Winton Nation, Yolo Superior Court, DOJ. These connections allow for; CAD/Mobile software access, records checks, RMS system access, fire station alerting and data sharing.

### ***Cybersecurity:***

Due to the critical nature of networks and applications maintained by YECA, cybersecurity is at the upmost importance to YECA's IT staff. Cybersecurity is maintained internally with project support from vendors during critical hardware and software upgrades. Possible threats and exploits are investigated by the staff when alerted by monitoring software to evaluate the alert and verify the infrastructures security and stability and ensure no threat has infiltrated production systems.

### ***Applications:***

Over 45 applications are supported by YECA for use by admin, dispatch, and member agency staff. The largest application supported is the Computer Aided Dispatch application. Installed in 2013, this application requires more application support when compared to the previous CAD system. In 2022, CAD tickets into the YECA helpdesk were 813, making up 40% of all tickets processed by IT. The CAD system is upgraded semi-annually which requires approximately 320 hours annually for upgrade investigation, coordination, installation and testing. The CAD system also provided additional features available for member agencies that were not available before 2013. One primary feature is the ability for integrations into 3<sup>rd</sup> party applications to share data. This is a feature that has been utilized by a majority of member agencies with internal projects throughout their departments. YECA currently maintains and supports 15 external CAD connections with 3<sup>rd</sup> party vendors including:

- CAD to CAD (AMR)
- PulsePoint
- ImageTrend (UCD/WNF/YDF Fire RMS)
- Emergency Reporting (MDS/WOF/KNI/DNN/YOL/PAY/WPL Fire RMS)
- Zoll (WDL/WSF Fire RMS)
- Inform RMS (WSP/WDP RMS)
- First Watch (Fire Stats)
- Active911 (Volunteer Fire Agencies)
- Fusus (WSP)
- Comtech (WDL/WSF/UCD/WNF/YDF Fire Station Alerting)
- ProQA (Medical Call Processing)
- Fire Dashboard (WPL)
- LiveMUM (Fire Station Move-up Notifications)
- SSRS Reporting
- AD Integration (Password Consolidation)

### ***Radio System:***

YECA currently maintains a contract with Sutter Buttes Communications for radio technician support and system maintenance. IT staff currently is responsible of fielding all radio complaints from dispatch and field units to evaluate and gather initial information prior to calling out technicians. Throughout the troubleshooting process IT is monitoring the progress of issues and reporting to dispatch, field units, command staff, and administration of the status and estimated repair completion timelines. YECA maintains 7 radio sites throughout Yolo County that contain generators, battery plants, A/C systems, and microwave systems. The IT staff monitors this equipment and works with vendors for all repairs and escorts technicians to all sites during repairs and preventative maintenance 24/7.

This work was previously managed by the Radio Systems Administrator before being consolidated into the IT department with the elimination of that position by the board in August of 2013. Approximately 500 hours of work annually is spent on Radio system, network, and facility support.

### ***Project Management:***

IT staff assists in the management and technical resources for many IT, Operations and member agency projects. Internal YECA projects include IT staff to advise in technical aspects and involvement is often times involved throughout the duration of the project. Member agencies will reach out to YECA IT staff and ask for assistance on external projects within their perspective agencies. There are currently six (6) active member agency projects requiring status meeting attendance and YECA IT support. Some examples of these workloads include; RMS projects, fire station alerting upgrades, CAD data analytic software implementations, network upgrades and real time CAD data analytics, displays and alerting. Any member agency project that contains CAD data for analytics or real time alerting involves YECA IT staff along with ongoing support and maintenance of the CAD interface. Participation in member agency project status meetings and working with technical staff and vendors averages more than 300 hours of work annually while increasing ongoing workloads in annual support in future years.

### **Increased Workloads:**

Over the last 16 years, technology advancements have required YECA and Member Agencies to implement many improvements and upgrades to ensure secure network infrastructures and application deployments. This has caused workloads to increase for all staff. The following are the areas of significant increases in staff time to support, maintain, and consult services.

### ***Hardware & Software:***

- Servers
  - o Additional 65 servers or a 350% increase over 16 years
- Disaster Recovery System
  - o 7 additional Virtual Server Hosts, Firewalls, and Switches
  - o 7 Evacuation/Tactical Dispatch Cases
  - o DR Backup and Recovery Software

**CAD:**

- New CAD System
  - o Increased application support required
    - Increased annual ticket compared to previous CAD system in 2013 of 663 tickets or 440%
  - o 15 new CAD 3<sup>rd</sup> party interface applications
    - Historical data reflects a projected trend of 2 new additional interfaces per year

**Helpdesk:**

- Annual helpdesk ticket increase 300 or 15%

**Radio:**

- Radio Site Facility Upgrades since 2007
  - o 6 additional radio sites
  - o Battery Power and A/C Systems
- Simulcasting of 4 Radio Frequencies
- Radio System Administrator workload added to IT Staff

**Projects:**

- Increase of Member Agency technical advancement projects requesting CAD data connections

**Request:**

YECA is requesting approval to create an IT Helpdesk Technician position as Extra-Help. This position will be limited to 16 hours per week with an annual cost of \$21,216 - \$25,792. This position will provide Tier-1 technical support for YECA staff to relieve lower level tasks and responsibilities in order for remaining staff to concentrate on higher level technical needs.

	IT Helpdesk Technician (Extra-help)				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Current	\$ 25.50	\$ 26.78	\$ 28.11	\$ 29.52	\$ 31.00

**Long Range Planning:**

Over the next three years, YECA's Radio infrastructure will migrate from an analog system to an IP network based system. This change will put additional workloads on IT as it will involve switches, routers, firewalls, etc. At this point in time it would become inevitable to request one (1) FTE for this oversight of YECA's Radio System, potentially in FY25/26.



Position: IT Helpdesk Technician (Extra-help)	Position Number:
Department: Information Technology	FSLA:
Reports to: Information Technology Manager	Salary Grade:

**Summary**

Performs a variety of technical duties that include configuring workstations and printers, installing Microsoft applications and updates, and troubleshooting user-level issues with hardware devices and a variety of software applications. This is a temporary extra-help position, minimum of 8 hours and a maximum of 20 hours per week.

**Distinguishing Characteristics**

This is an entry level, extra-help, position in the IT Division under the general direction of the Information Technology Manager. The incumbent is given job oversight by the IT Specialist and/or System Administrator. Incumbents perform general, user-level technical support functions, including the installation, configuration and maintenance of workstations, laptops, printers and a variety of operating system and application software.

**Essential Duties and Responsibilities**

*The statements contained below reflect general details as necessary to describe the principle functions of this job, the level of knowledge, skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.*

- Helps maintain an inventory of all computer software/hardware and systems.
- Acts as technical resource in assisting users to resolve problems with equipment and data; staffs a centralized help desk to facilitate exchange of information and advice.
- Will install, configure, and maintain workstations, laptops, and printers.
- Troubleshoots problems with computer systems, including hardware, operating systems, and applications. Makes repairs or corrections where required. Documents all actions taken to complete the repair.
- Helps maintain current knowledge of hardware and software technology.
- Helps maintain documentation for each software application or system.
- Provides system users both in person and over the phone with system use instructions and troubleshooting steps.
- Provides preventative maintenance and upgrades for a variety of systems.
- Performs other related duties to accomplish the objectives of the position.
- Assist vendors with access to remote radio sites throughout Yolo County

## **Qualifications**

### **▪ Knowledge and Skills**

Requires the ability to analyze problems, identify solutions and implement methods, procedures and techniques for resolution. A working knowledge of the practices, techniques, and methods of computer hardware and software installation and maintenance. Must communicate effectively with end-users and technical staff. Working knowledge of Windows 10 and Windows 11 is highly desirable. Basic knowledge of computer networking (TCP/IP) is desirable.

### **▪ Abilities**

Must be able to perform all of the relevant duties of the position with general supervision. Must be able to operate a variety of computer workstations, printers, operating systems, and hardware. Ability to read, understand and apply information from technical manuals and prioritize work in order to meet deadlines and maintain schedules.

### **▪ Physical Abilities**

This position involves light to medium work including walking, standing, stooping, carrying and lifting of light to medium weight materials (10-50 pounds). Requires visual acuity and depth perception, strong arm, hand and finger dexterity, and hand-eye coordination. Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.

### **▪ Education, Experience, Special Skills**

Education equivalent to completion of one year of college-level coursework in a technical field or one year on the job training in the installation and support of Windows 10, Windows 11, Microsoft Office Suite, and basic networking principles is required. Candidates with working knowledge of Microsoft Excel, Microsoft Access, Microsoft Word, Microsoft Outlook and Adobe Acrobat are preferred.

### **▪ Licenses and Certificates**

Must possess and maintain a valid California class C driver's license and a satisfactory driving record.