

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD
Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland, CA 95695
August 6, 2014
3:00 P.M. Public Session**

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

1. Call to Order (3:00 PM)

2. Public Comment *

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

3. Announcements

4. Approval of the Agenda

5. Consent Agenda

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

- a. Approval of the Minutes from the June 4, 2014 Regular Meeting - **Pg. 1**
- b. Operations Division Report - **Pg. 4**
- c. Current Year Budget Status Update - **Pg. 6**

6. FY13 External Audit Presentation, Macias Gini & O'Connell LLP

- a. FY13 Final Audit - **Attachment**

7. Software Cost Allocations

- a. Software Cost Allocation Staff Summary - **Pg. 8**

8. Standard Levels of Service

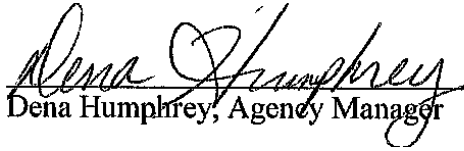
- a. YECA Standard Levels of Service Staff Summary - **Pg. 9**

9. Next Scheduled JPA Board Meeting September 3, 2014

10. Items for Future Agenda

11. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before August 1, 2014 on the bulletin board outside of the Yolo County Board of Supervisors Chambers, Erwin Meier Administration Center, 625 Court St., Woodland, California and on the agency website: <http://www.yeca911.org/BoardCalendar2014.html>


Dena Humphrey, Agency Manager

**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 Marci Criste at (530) 666-8919 or (530) 666-8909 (fax). Requests for accommodations must be made at least two full business days before the start of the meeting. **

Agenda Item: 5.a.

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

June 4, 2014

MINUTES

The YECA Governing Board met on Wednesday, June 4, 2014 at the Yolo County Bauer Bldg., Suite #1600 (Thompson Room), Woodland CA. Board Chair Gary Fredericksen called the meeting to order at 3:02 p.m.

PRESENT: Primary Board Members: Gary Fredericksen, Yocha Dehe Wintun Nation, Sergio Gutierrez, City of Winters, Carol Richardson, City of West Sacramento, Dan Bellini, City of Woodland, Tom Lopez, Yolo County, and Dena Humphrey, Agency Manager.

Entry No. 2

Public Comment

None

Entry No. 3

Announcements

Agency Manager Dena Humphrey announced that Lee Sandoval, received the 2013 Dispatcher of the Year award and Scott Roberson, received the 2013 Dispatch Assistant award. Both were formally recognized and congratulated by the JPA Board.

Entry No. 4

Minute Order No. 2014-44: Approval of Agenda

The Agenda was approved as presented.

MOTION: Bellini SECOND: Richardson AYES: Fredericksen, Bellini, Gutierrez, Lopez, Richardson.

Entry No. 5

Minute Order No. 2014-45: Approval of Consent Agenda

The Consent Agenda was approved as presented.

MOTION: Gutierrez SECOND: Bellini AYES: Fredericksen, Bellini, Gutierrez, Lopez, Richardson.

Entry No. 6

Minute Order No. 2014-46: Automatic Transfer Switch (ATS) Electrical Construction Contract

Dave Smith from ECOM gave a presentation on the Automatic Transfer Switch Replacement Project. Board approved the recommended electrical contractor, Paschke Electric from Woodland to perform the ATS replacement.

MOTION: Richardson SECOND: Gutierrez AYES: Fredericksen, Bellini, Gutierrez, Lopez, Richardson.

Entry No. 7

Minute Order No. 2014-47: Governing Board Elections

For fiscal year 2014/2015, member Sergio Gutierrez was elected Chair and member Tom Lopez was elected Vice-chair.

MOTION: Richardson SECOND: Bellini/Gutierrez AYES: Fredericksen, Bellini, Gutierrez, Lopez, Richardson.

Entry No. 8

Minute Order No. 2014-48: EMD-Determinate Dispatching Impact on Call Times

Agency Manager Dena Humphrey informed the Board on the impact that EMD-Determinate Dispatching has on call processing times. A review of the Medical Aid calls showed an increase of doubling call processing times with full EMD determinate dispatching. Prior to implementation of Determinate Dispatching, using the Pre-alert method, the average call processing time was 90 seconds.

After some discussion the Board approved, that the pre-alert and then complete EMD method would be adopted July 1, 2014. The Board also requested that quarterly stats be included in the OPS Division Report.

MOTION: Gutierrez SECOND: Bellini AYES: Fredericksen, Bellini, Gutierrez, Lopez, Richardson.

Entry No. 9

Text to 9-1-1

Agency Manager Dena Humphrey advised the Board of the progress being made with Text to 9-1-1.

This was information only, no action was taken.

Entry No. 10

Software Maintenance Cost Allocations

Agency Manager Dena Humphrey advised the Board that YECA hosts several systems that benefit both YECA and member agencies. YECA staff requested direction with regard to the allocation of costs for software licensing when member agencies request to purchase additional licenses.

The Board recommended that a cost allocation model be brought back to the next meeting.

Entry No. 11

Minute Order No. 2014-49: AMR CAD-to-CAD Interface

Board Chair Gary Fredericksen led the discussion on the CAD-to-CAD interface with AMR. Board approved and delegated signing authority to Agency Manager, Dena Humphrey; to capture

the agreement in writing with AMR; for payment to be received by January 1, 2015 and for the connection work with Tri-Tech is to begin immediately.

MOTION: Richardson SECOND: Gutierrez AYES: Fredericksen, Bellini, Gutierrez, Lopez, Richardson.

The July 2, 2014 scheduled meeting has been cancelled. The next scheduled meeting will be August 6, 2014.

Meeting was adjourned at 4:10 p.m.

Minutes submitted by: Marci Criste, Recording Secretary

STAFF REPORT

Agenda Item: 5.b.

Date: August 6, 2014
To: YECA Governing Board
Thru: Dena Humphrey, Agency Manager
From: Karen Avara, Operations Manager
Subject: Operations Division Report

Recommendation: No action required; information only.

Summary: Operations staff is currently engaged in the following:

- Grants:
 - FY12 HSGP- Final submittals for reimbursement to close out the grant.
 - FY13 HSGP- Final submittals for reimbursement to close out the grant.
 - FY14 HSGP-YECA submitted a request for \$18,658 to add interior shelter cameras at Cache Creek, Winters, Clarksburg, and the Port of West Sacramento.

- Staffing:

Received just over 100 applications during our open recruitment, 80 applicants were scheduled for Critical testing July 19th and 26th, with 40 more scheduled to test August 2nd. Of the 80 applicants tested 24% passed and are moving to interviews in August.

- Internal Affairs: May 15, 2014 through July 28, 2014
 1. **Grievances:** None
 2. **Complaints:** None
 3. **Commendations:** Three
 - 06/18/14- Yolo Sheriff Deputy Jose Pineda commended Dispatcher II Tammy Lancaster for her outstanding performance during a foot pursuit.
 - 07/06/14-Tammy Lancaster commended her night shift co-workers, Supervisor Scott Fletcher, Dispatcher III Chris Brewer, Dispatcher II's Kim Lindsay, Bonnie Christen, and Vanesa Hoyt, Dispatch Assistants Elaine Savage-Helphingstine, and Scott Roberson, and trainee Nadia Wasilevsky for their great teamwork on an extremely busy July 4th.
 - 07/17/14-West Sacramento Police Sergeant Roger Kinney commended Dispatcher II Kim Lindsay for an outstanding job coordinating units and radio traffic during a missing juvenile incident.

Statistical Information:

- Monthly Phone Statistics:

Month	9-1-1	Non-Emergency	Outgoing	Total
May	5,423	16,458	7,612	29,493
June	5,566	15,568	7,298	28,432

- Monthly CAD Events:

Included in “Other” category are AMR, Animal Control, All Public Works, County Maintenance, Social Services, Environmental Health, and Public Guardian.

Month	Law	Fire	Other
May	16,721	2,077	926
June	16,218	1,981	994

- Confidential Records Requests:

Month	# of Requests
May	109
June	103

Agenda Item: 5.c.

YECA BUDGET MANAGEMENT SUMMARY

2013 / 2014 As of 7/31/14

	8% JUL-13	17% AUG-13	25% SEPT-13	33% OCT-13	42% NOV-13	50% DEC-13	58% JAN-14	67% FEB-14	75% MAR-14	83% APR-14	92% MAY-14	100% JUN-14
360 360-1 ADMINISTRATION												
Appropriations	\$ 2,327,492	\$ 2,327,492	\$ 2,327,492	\$ 2,327,492	\$ 2,327,492	\$ 2,327,492	\$ 2,327,492	\$ 2,327,492	\$ 2,327,492	\$ 2,327,492	\$ 2,327,492	\$ 2,327,492
Expenditures	\$ 49,610	\$ 130,805	\$ 259,992	\$ 550,208	\$ 648,772	\$ 730,529	\$ 839,421	\$ 901,070	\$ 991,853	\$ 1,113,663	\$ 1,388,805	\$ 1,616,932
Percent Expended	3%	6%	12%	24%	28%	31%	36%	39%	43%	48%	60%	69%
360 360-2 OPERATIONS - DISPATCH												
Appropriations	\$ 3,306,268	\$ 3,306,268	\$ 3,306,268	\$ 3,306,268	\$ 3,306,268	\$ 3,306,268	\$ 3,306,268	\$ 3,306,268	\$ 3,306,268	\$ 3,306,268	\$ 3,306,268	\$ 3,306,268
Expenditures	\$ 163,679	\$ 348,791	\$ 709,356	\$ 965,348	\$ 1,188,437	\$ 1,379,023	\$ 1,636,534	\$ 1,816,287	\$ 2,061,339	\$ 2,374,480	\$ 2,568,679	\$ 2,936,892
Percent Expended	5%	11%	22%	29%	36%	42%	50%	55%	62%	72%	78%	89%

TOTAL for all budget units - B/U 360-1 Administration; 360-2 Operations Dispatch;												
Estimated Revenue	\$ -	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760	\$ 5,633,760
Realized Revenue	\$ 17,610	\$ 18,844	\$ 102,300	\$ 1,098,628	\$ 3,214,926	\$ 3,217,791	\$ 3,725,235	\$ 3,725,242	\$ 4,156,594	\$ 4,238,575	\$ 5,136,383	\$ 5,145,363
Percent Realized	0%	0%	2%	20%	57%	57%	66%	66%	74%	75%	91%	91%

	8% JUL-13	17% AUG-13	25% SEPT-13	33% OCT-13	42% NOV-13	50% DEC-13	58% JAN-14	67% FEB-14	75% MAR-14	83% APR-14	92% MAY-14	100% JUN-14
360 360-3 CAD CAD PROJECT												
DWR GRANT & BofA Lease												
Appropriations	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862
Expenditures	\$ 3,744	\$ 45,743	\$ 50,040	\$ 240,089	\$ 485,479	\$ 611,174	\$ 611,174	\$ 613,244	\$ 650,466	\$ 650,466	\$ 650,466	\$ 653,946
Unencumbered	\$ 1,346,118	\$ 1,304,119	\$ 1,299,822	\$ 1,109,773	\$ 864,383	\$ 738,688	\$ 738,688	\$ 736,618	\$ 699,396	\$ 699,396	\$ 699,396	\$ 695,916
Percent Expended	0%	3%	4%	18%	36%	45%	45%	45%	48%	48%	48%	48%
Estimated Revenue	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862	\$ 1,349,862
Realized Revenue	\$ -	\$ -	\$ -	\$ -	\$ 482,784	\$ 608,478	\$ 610,548	\$ 610,548	\$ 647,088	\$ 647,088	\$ 647,088	\$ 650,568
Percent Realized	0%	0%	0%	0%	36%	45%	45%	45%	48%	48%	48%	48%
360 360-3 DWR EOC/Radios												
DWR GRANT PROG EOC												
Appropriations	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327
Expenditures	\$ -	\$ -	\$ 2,580	\$ 2,580	\$ 2,580	\$ 2,580	\$ 11,977	\$ 11,977	\$ 11,977	\$ 13,273	\$ 13,273	\$ 13,273
Unencumbered	\$ 13,327	\$ 13,327	\$ 10,747	\$ 10,747	\$ 10,747	\$ 10,747	\$ 1,350	\$ 1,350	\$ 1,350	\$ 54	\$ 54	\$ 54
Percent Expended	0%	0%	19%	19%	19%	19%	90%	90%	90%	100%	100%	100%
Estimated Revenue	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327
Realized Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,976.65
Unrealized Revenue	#VALUE!	#VALUE!	#VALUE!	#VALUE!	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 13,327	\$ 1,350
Percent Realized	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	90%
360 360-3 FY11 HSG FY12												
HSG Grant Radio & Microwave Project												
Appropriations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,870	\$ 54,870	\$ 54,870
Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,744	\$ 5,995	\$ 55,869
Percent Expended	0%	0%	0%	0%	0%	0%	0%	0%	0%	10%	11%	102%
Estimated Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,870	\$ 54,870	\$ 54,870
Realized Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
360 360-3 FY13 HSG FY13												
HSG Grant												
Appropriations	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658
Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,721
Percent Expended	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%
Estimated Revenue	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658
Realized Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

TOTAL for Grant budget units - 3603 CAD PROJECT; 3603 DWR/EOC; 3603 FY12; 3603 FY13;												
Appropriations	\$ 1,388,847	\$ 1,388,847	\$ 1,388,847	\$ 1,388,847	\$ 1,388,847	\$ 1,388,847	\$ 1,388,847	\$ 1,388,847	\$ 1,388,847	\$ 1,443,717	\$ 1,443,717	\$ 1,443,717
Expenditures	\$ 3,744	\$ 45,743	\$ 52,620	\$ 242,669	\$ 488,059	\$ 613,754	\$ 623,151	\$ 625,221	\$ 662,443	\$ 669,483	\$ 669,734	\$ 748,808
Percent Expended	0%	3%	4%	17%	35%	44%	45%	45%	48%	46%	46%	52%
Estimated Revenue	\$ 1,388,847	\$ 1,388,847	\$ 1,388,847	\$ 1,388,847	\$ 1,388,847	\$ 1,388,847	\$ 1,388,847	\$ 1,388,847	\$ 1,388,847	\$ 1,443,717	\$ 1,443,717	\$ 1,443,717
Realized Revenue	\$ -	\$ -	\$ -	\$ -	\$ 482,784	\$ 608,478	\$ 610,548	\$ 610,548	\$ 647,088	\$ 647,088	\$ 647,088	\$ 662,545
Percent Realized	0%	0%	0%	0%	35%	44%	44%	44%	47%	45%	45%	46%

Agenda Item: 6.a.

FY13 External Audit Presentation, Macias Gini & O'Connell LLP

FY13 Final Audit attached

STAFF REPORT

Agenda Item: 7.a

Date: August 6, 2014
To: YECA Governing Board
Thru: Dena Humphrey, Agency Manager
From: Mike Bowler, IT Manager
Subject: Software Licensing Cost Allocations

Summary:

At the June 4, 2014 Board meeting, the Board asked for the Agency to return with a recommendation for future licensing cost allocations.

As earlier noted, YECA hosts several software systems that benefit both YECA and member agencies. One of those systems is Omnixx, which allows users to access CLETS via a web browser from any desktop within their respective agency.

A member agency recently requested a quote for the purchase of six (6) additional licenses for the Omnixx system. These six (6) licenses carry an initial cost of about \$2,300 with an annual recurring cost of about \$600.

The Ominxx licensing is currently allocated as follows:

AGENCY	TOTAL
DA's Office	3
Probation	4
Social Services	1
UCD	2
WDP	10
WNP	6
WSP	8
YONET	1
YSO	4
YECA	8
Davis PD	4
Davis Sun ridge CAD	41
OMNIXX TOTAL:	92

Past practice when handling these purchase requests have varied, but generally the requesting agency has paid for the one-time purchase of software, and the annual recurring costs have been rolled into the YECA budget.

Recommendation:

YECA staff respectfully recommends to continue having the member agency's pay for the initial license and YECA pay the annual recurring costs, since the current number of software licenses are in proportion with the member agency shares. The recommendation would also include bringing this item back to the Board should upward trending occur.

STAFF REPORT

Agenda Item: 8.a.

Date: August 6, 2014
To: YECA Governing Board
From: Dena Humphrey, Communications Agency Manager
Subject: Developing Standard Levels of Service

Due to the ever changing needs of the individual member agencies, YECA is seeking to develop standard levels of service. The purpose is to establish a baseline as part of a bigger picture of creating a “Change Policy.” Current practices for reviewing and managing services new and old, is lacking a formal process for review. The goal is to establish standard levels of service for a shared understanding of needs and priorities; to manage service improvements; and most importantly communicate expectations to staff and better training.

Once the standard levels of service have been formalized, the creation of a “Change Policy,” could be brought to the Board. Current practice is lacking specific protocols for approvals on changes. The “Change Policy,” would establish at what level of authority requests could be made for daily field operations, whereas requests that required funding for technology, staffing, etc. would be brought to the Board for a more formal review.

YECA is requesting support by the Board to form a committee of two Board members to meet once or twice with other agency users to review a sample list of services provided by YECA. This meeting would be to discuss and create Standard Levels of Service. This meeting would also be beneficial in reviewing services for duplication of effort or for services no longer needed. This will allow us to make things more efficient and to ensure YECA is allocating resources appropriately.