

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD**

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

October 5, 2016

2:00 P.M. Public Session

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

1. Call to Order (2:00 PM)

2. Public Comment *

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

3. Announcements

4. Approval of the Agenda

5. Consent Agenda

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

- a. Approval of the Minutes from the September 7, 2016, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update

6. Old Business

- a. P25 Radio Updates
- b. After Hours Records Update
- c. Member Cost Formula Update

7. W. Sacramento Fire Request to Discuss Interface Capabilities with Sacramento Regional Fire Communications Center

- a. Chief John Heilmann to provide background to the Board


8. Next Scheduled JPA Board Meeting December 7, 2016

Items for Future Agenda

- a. Lionakis Building Assessment
- b. CSI Recommendations for Microwave Equipment

9. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before September 30, 2016 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/BoardCalendar2016.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 Corina Macias at (530) 666-8919 or (530) 666-8909 (fax). Requests for accommodations must be made at least two full business days before the start of the meeting. ****

Agenda Item: 5.a

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

September 7, 2016

MINUTES

The YECA Governing Board of met on Wednesday, September 7, 2016 at the Yolo Emergency Communications Agency, 35 N Cottonwood Street, Woodland. Chair Tom McDonald called the meeting to order at 2:04 p.m.

PRESENT: Primary Board Members: Tom McDonald, City of West Sacramento, Tom Lopez, Yolo County, Dan Bellini, City of Woodland, John Donlevy, City of Winters, Gary Fredericksen, Yocha Dehe Wintun Nation, Dena Humphrey, YECA Executive Director.

Entry No.2

Public Comment – Held Public Comment until after **Entry No. 7 Record Entry Coverage**

Dispatcher II Stephanie Taylor commented on the impacts of record entry on Dispatch staff.

Entry No. 3

Announcements

None

Entry No. 4

Minute Order No. 2016-18; Approval of Agenda

The Agenda approved as presented.

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

Entry No. 5

Minute Order No. 2016-19; Approval of Consent Agenda

The Consent Agenda approved as presented.

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

Entry No. 6

Minute Order No. 2016-20; Old Business - P25 Planning for W. Sacramento and Impacts to Member Agencies – Update-Informational Only

Charles Keasler presented a brief update on the P25 project.

Entry No. 7

Minute Order No. 2016-21; After Hours Records Entry Coverage

Executive Director Dena Humphrey presented standardizing after-hours record entry coverage for three member agencies as noted in Agenda Item 7.a staff report. Respectively asking the JPA Board to approve YECA proposed Record Entry Hours as noted Agenda Item 7.a pg.3 staff report.

MOTION: Bellini SECOND: Fredericksen AYES: McDonald, Donlevy, Lopez, Fredericksen, Bellini, With Comment: Board member Tom Lopez, Undersheriff, is open in resolving the issue by discussing after hour records coverage in-depth with the records managers from the effected agencies and will include an invitation to YECA Operations Manager Leah Goodwin in an attempt to provide a workable resolution.

Entry No. 8

Minute Order No. 2016-22; Project Planning for YECA Building

Executive Director Dena Humphrey presented – Draft proposal from Lionakis Hazardous Materials Building survey assessment dated August 19, 2016; which outlined detailed scope of services cost is \$6,000.00. Requesting Board approve cost and to move forward with Hazardous assessment.

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

Entry No. 9

Minute Order No. 2016-23; YECA Member Agency Cost Formula-Seeking direction

Executive Director Dena Humphrey presented;

Discussion: Cost Formula needs to show YECA fixed Capital Cost and Service Cost. Dena Humphrey will meet with Winters City Manager John Donlevy & Woodland City Manager Paul Navazio for guidance with YECA Member Cost Formula. Will present at October JPA board meeting.

Entry No. 10

Next Scheduled JPA Board Meeting October 5, 2016

Entry No. 11

Items for Future Agenda

-West Sacramento City Fire interested in interfacing with Sacramento Regional Fire -CAD

Meeting was Adjourned 3:12pm

Minutes submitted by: Eloise Austin, Recording Secretary

STAFF REPORT

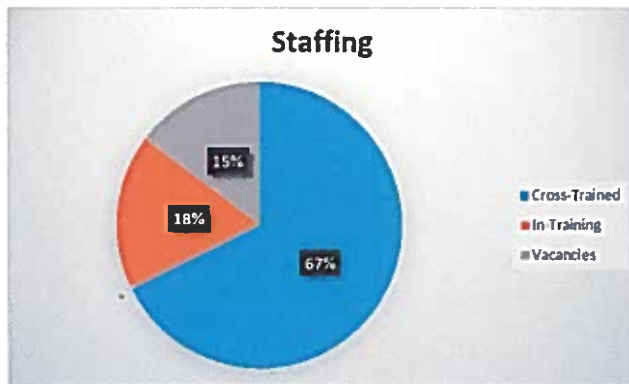
Agenda Item: 5.b

Date: September 7, 2016
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
From: Leah Goodwin, Operations Manager

Subject: August Operations Division Report
Recommendation: No action required; information only.
Summary: Operations staff is currently engaged in the following:

Staffing:

1. We have completed testing and interviews are scheduled for October.
2. Our two newest staff members, Danny Barrera & Katie Gonzalez are progressing through the call-taking phase of training with an anticipated release date in November.
3. Out of 32 funded dispatcher positions:
 - 23 are cross-trained, (67%),
 - 6 are in training, (18%)
 - 5 current vacancies (15%)
 - a. Vanesa Hoyt has been promoted to Dispatcher III (effective 2/1/2017).
 - b. Mayra Perez has completed training on the YSO/WNP console (last radio).
 - c. Elaine Maher begins training on the Fire console October 16 (second radio).
 - d. Jennifer Koch is scheduled to begin training on the WSP console September 17 (second radio).
 - e. Melissa Romero has been released to work independently on the Fire console (first radio).
 - f. Irina Kinda began training on the WDP console August 25 (first radio).
4. Next in-house scheduled to begin January 22, 2017.



Statistical Information:

- Monthly Phone Statistics:

Description	Totals for August 2016
WSP Incoming Non-Emerg	6,748
WDP Incoming Non-Emerg	3,939
YSO Incoming Non-Emerg	1,512
WNP Incoming Non-Emerg	606
COMM line Incoming Non-Emerg	2,470
9-1-1 Lines	3,455
7 Digit Emergency	618
Misc.	79
Outgoing Calls	6,658
Total Call Volume	26,085

- August CAD Events:

CAD Calls Entered for Service				
Fire	Medical	Law	Other	Total
1,224	923	14,448	1,120	17,715

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

- Confidential Records Requests:

Confidential Records Request
148

Recordings and CAD printout requests from public, member agencies and DA office.

YECA BUDGET MANAGEMENT SUMMARY

2016 / 2017 As of 9/26/16

	8% JUL-16	17% AUG-16	25% SEPT-16	33% OCT-16	42% NOV-16	50% DEC-16	58% JAN-17	67% FEB-17	75% MAR-17	83% APR-17	92% MAY-17	100% JUN-17
360 360-1 ADMINISTRATION												
Appropriations	\$ 2,986,780	\$ 2,986,780	\$ 2,986,780	\$ 2,986,780	\$ 2,986,780	\$ 2,986,780	\$ 2,986,780	\$ 2,986,780	\$ 2,986,780	\$ 2,986,780	\$ 2,986,780	\$ 2,986,780
Expenditures	\$ 51,610	\$ 280,192	\$ 610,623	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	2%	9%	20%	0%	0%	0%	0%	0%	0%	0%	0%	0%

360 360-2 OPERATIONS - DISPATCH												
Appropriations	\$ 3,787,842	\$ 3,787,842	\$ 3,787,842	\$ 3,787,842	\$ 3,787,842	\$ 3,787,842	\$ 3,787,842	\$ 3,787,842	\$ 3,787,842	\$ 3,787,842	\$ 3,787,842	\$ 3,787,842
Expenditures	\$ 116,299	\$ 394,693	\$ 662,922	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	3%	10%	18%	0%	0%	0%	0%	0%	0%	0%	0%	0%

TOTAL for all budget units - BU 360-1 Administration, 360-2 Operations Dispatch:												
Appropriations	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622
Expenditures	\$ 167,909	\$ 674,884	\$ 1,273,546	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 6,606,713	\$ 6,099,738	\$ 5,501,077	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622
Percent Expended	2%	10%	19%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Estimated Revenue	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622
Realized Revenue	\$ -	\$ -	\$ 2,143,821	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	32%	0%	0%	0%	0%	0%	0%	0%	0%	0%