

**AGENDA  
REGULAR MEETING  
YECA GOVERNING BOARD**

**Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland, CA 95695  
October 4, 2017  
2:00 P.M. Public Session**

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

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

**2. 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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**3. Announcements**

**4. Approval of the Agenda**

**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 August 2, 2017, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. Annual JPA Board Contract Summary Report

**6. Old Business**

- a. After-Hours Follow-up Discussion – \*Information Only

**7. Closed Session**

Conference with Labor Negotiator (CG54957.6)

Agency Representative: Darrell Murray

Employee Organization: Yolo Communications Dispatchers Association (YCDA)

**8. Next Scheduled JPA Board Meeting November 1, 2017**

**9. Items for Future Agenda**

- a. Back-up Center Discussion

**10. Adjournment**

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before September 29, 2017 on the bulletin board outside of the Yolo County Board of Supervisors Chambers, Erwin Meier Administration Center, 625 Court St., Woodland, California and on the agency website: <http://www.yolo911.org/BoardCalendar2017.html>



Dena Humphrey, Executive Director

\*\*The meeting room is wheelchair accessible and disabled parking is available. If you are a person with a disability and you need disability related accommodations to attend the meeting, please contact Corina Macias at (530) 666-8919 or (530) 666-8909 (fax). Requests for accommodations must be made at least two full business days before the start of the meeting. \*\*

**Agenda Item: 5.a**

**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)  
GOVERNING BOARD  
August 2, 2017  
MINUTES**

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

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

**ABSENT:** Tom McDonald, City of West Sacramento

**Entry No.2**

**Public Comment**

None

**Entry No. 3 Minute Order No. 2017-28:**

**Announcements**

- a. City of Woodland has designated a New Primary Board Member Chief of Police Luis Soler – JPA Board members welcomed and ask Chief Soler to give a brief Introduction.
- b. Retirement Resolution presented by Vice-Chairperson Gary Fredericksen to Kimberly Maynard 29 years of service as of July 26, 2017.

**Entry No. 4**

**Minute Order No. 2017-29; Approval of Agenda**

The Agenda approved as presented.

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

**Entry No. 5**

**Minute Order No. 2017-30; Approval of Consent Agenda**

- a. Approval of June 7, 2017 Minutes
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. Arbuckle Fire Contract Renewal

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

**Entry No. 6**

**Minute Order No. 2017-31;**

**CalPERS Requests Board Approval for Retired Annuitants Returning to Work W/Less than the Standard 180-day Wait Period for Special Circumstances**

Executive Director Dena Humphrey presented – while experiencing shortages from vacancies and fully trained staff requesting approval to waive six (6) month waiting period to bring Kimberly Maynard back as Extra Help.

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

## **Entry No. 7**

### **Minute Order No. 2017-32**

YECA Staffing Proposal Addressing after Hour Records needs- **Information Only**

- a. YECA Proposal to Staff After-Hours Records, Executive Director Dena Humphrey presented as noted in the proposal cost for (3) FTE Call Taker's is \$195,000, suggested 50/50 split ratio; 50% to the three member agencies for after-hour coverage and the remaining 50% allocated through normal means with the new accounting method to account for the other half of the time spent answering phones, running checks, assisting with resources to free up Dispatchers from non-radio duties.

## **Entry No. 8**

### **Minute Order No. 2017-33 Chair and Co-Chair Assignment**

Vice-Chairperson Chief Gary Fredericksen announced two Board Members are to be elected to fill terms for the new fiscal year that started July 1, 2017.

The following were nominated to be Chairperson and Vice-Chairperson:

Donlevy motioned and so stated that Chairperson Tom McDonald is agreeable to remain as Chairperson; Chief Gary Fredericksen agreed to remain as Vice-chairperson.

**Board Member Tom Lopez moved for discussion-** has been his experience as the senior board member and one who has served as Chairperson that the position be rotational as it gets to be a long 2 years and added responsibility for one member to serve consecutively.

*Following discussion and amendment to the nomination, the following actions were taken.*

John Donlevy Board Member amended the motion to make Gary Fredericksen, Fire Chief Yocha Dehe Wintun Nation as Board Chairperson and Luis Soler, Police Chief City of Woodland as Vice-Chairperson Board member.

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

## **Entry No. 9**

### **Next Scheduled JPA Board Meeting –**

Next board meeting will be held at Yolo Emergency Communications Center on **October 4, 2017 at 2:00 PM.**

~September 6, 2017 - *Due to absences JPA Board Meeting cancelled.*

## **Entry No. 10**

### **Items for Future Agenda**

After-Hour Records – Additional discussion  
Comm Van Update; Back-up Dispatch Center Concept

**Meeting was Adjourned at 2:33pm**

**Minutes submitted by: Eloise Austin, Recording Secretary**

## STAFF REPORT

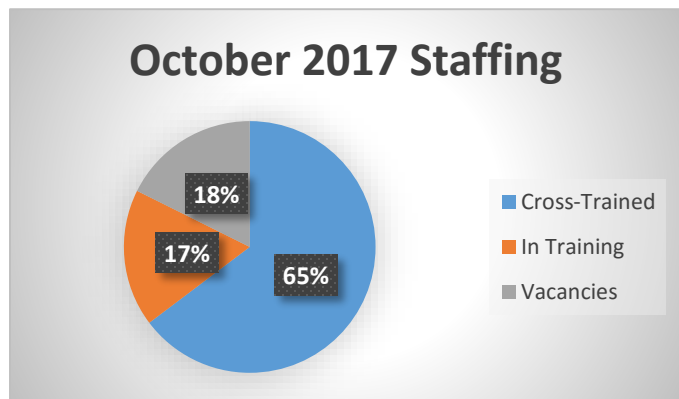
**Agenda Item: 5.b**

**Date:** October 4, 2017  
**To:** YECA Governing Board  
**Thru:** Dena Humphrey, Executive Director  
**From:** Leah Goodwin, Operations Manager  
**Subject:** July & August combined Operations Division Report  
**Recommendation:** No action required; information only.  
**Summary:** Operations staff is currently engaged in the following:

**Staffing:**

1. Out of 38 funded operations positions:

Classification	Funded	Vacant
Supervisor	4	0
Dispatcher III	4	0*
Dispatcher I/II	26	6
Dispatch Assistant	4	0
<b>TOTAL</b>	<b>38</b>	<b>6</b>



- a. Karissa Merrill successfully completed training on the Woodland Police console and is scheduled to begin training on the Yolo County Sheriff/Winters Police console (2<sup>nd</sup> radio) October 26, 2017.
  - b. Shawanda Peoples is in training on the Yolo County Sheriff/Winters Police console (1<sup>st</sup> radio).
  - c. Katie Gonzalez has completed training on the West Sacramento Police console and is scheduled to begin training on the Fire console (4<sup>th</sup> radio) October 14, 2017.
  - d. Irina Kinda has completed training on the Fire console and achieved Dispatcher II status effective July 19, 2017.
  - e. Brenda Bryant, Kimberly Jillson & Mindy Krantz have completed call taking training and are scheduled to begin their first radios within the next two months.
2. \* Vanesa Hoyt, Dispatcher III is in background with Placer County. Her anticipated departure is at the end of October.
  3. Interviews were conducted over the month of September; 2<sup>nd</sup> interviews are scheduled in October. Anticipated start date in January 2018.

4. Staff are continually involved in recruitment activities.

**Statistical Information:**

Monthly Phone Statistics:

Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	TOTAL
7 Digit Emergency	563	629	593	615	700	750	977	820	5,647
911	3,206	3,576	4,175	4,026	4,445	4,813	5,195	4,831	34,267
WSP Incoming Non-Emerg	3,631	4,142	4,862	4,405	5,156	4,677	4,537	4,435	35,845
WDP Incoming Non-Emerg	3,548	4,137	4,739	4,845	5,302	5,257	5,727	5,536	39,091
Yolo Incoming Non-Emerg	1,602	1,769	1,975	1,785	1,958	1,888	2,540	2,372	15,889
WNP Incoming Non-Emerg	354	399	372	436	498	422	362	407	3,250
Comm Incoming Non-Emerg	2,814	3,207	3,845	3,378	3,818	3,833	3,027	3,066	26,988
AMB	119	123	114	120	120	134	140	132	1,002
Outgoing	5,185	5,642	6,041	5,881	5,986	6,671	6,373	6,433	48,212
<b>TOTAL</b>	<b>21,022</b>	<b>23,624</b>	<b>26,716</b>	<b>25,491</b>	<b>28,373</b>	<b>28,445</b>	<b>28,878</b>	<b>28,032</b>	<b>125,226</b>

Monthly CAD Events:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	% change
Yolo County	3,658	3,202	3,632	3,363	3,384	3,154	2,964	3,120	5%
Woodland	5,085	4,682	5,868	5,500	6,319	6,192	6,177	6,522	5%
Winters	658	573	581	518	644	522	575	590	3%
West Sacramento	5,969	5,267	6,002	5,757	6,129	6,268	6,342	6,673	5%
Animal Control	671	592	710	759	779	784	722	727	1%
Yocha Dehe	36	38	35	35	37	36	40	33	-17%
Arbuckle	31	24	27	34	43	36	42	40	-5%
Misc						59	46	67	31%
<b>TOTAL</b>	<b>16,108</b>	<b>14,378</b>	<b>16,855</b>	<b>15,966</b>	<b>17,335</b>	<b>17,051</b>	<b>16,908</b>	<b>17,772</b>	<b>5%</b>

Fire CAD Events:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	% change
Medical	1,109	887	950	994	1,045	1,045	993	987	-1%
Other Fire	1,202	1,085	1,579	1,362	1,365	1,298	1,172	1,091	-7%
<b>TOTAL</b>	<b>2,311</b>	<b>1,972</b>	<b>2,529</b>	<b>2,356</b>	<b>2,410</b>	<b>2,343</b>	<b>2,165</b>	<b>2,078</b>	<b>-4%</b>

CLETS Inquires>Returns:

	Jan	Feb	March	Apr	May	Jun	July	Aug
Inquiries	34,023	33,434	31,792	35,394	36,464	35,698	35,658	39,572
Returns Read	54,986	54,034	51,380	57,202	58,931	57,693	57,628	63,954

Confidential Records Requests (Audio & CAD Print out):

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	% change
Requests Processed	90	61	150	114	134	129	122	125	2%

After-Hours Records Entries:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Agency	Entries	Entries	Entries	Entries	Entries	Entries	Entries	Entries	% change
WDP	366	392	576	401	321	430	343	507	32%
WNP	14	8	26	5	14	6	22	6	-72%
WSP	402	299	249	326	368	366	309	451	31%
<b>TOTAL</b>	<b>781</b>	<b>699</b>	<b>851</b>	<b>732</b>	<b>703</b>	<b>802</b>	<b>674</b>	<b>964</b>	<b>30%</b>

**Projects:**

1. Training Committee/ Training Officer Program
2. Tactical Dispatcher Program
3. EMD-QA Implementation
  - a. Service Agreement reviewed with YEMSA
  - b. Testing has begun on PAI (calls with Pre-arrival instructions i.e. cardiac, choking, childbirth)
  - c. Cardiac calls being reviewed
    - i. July & August calls reviewed.
4. IOP Review
5. Policy Manual Revisions/Re-format
6. Evacuation Plan (Continuity of Operations)
7. Records After-Hours Responsibilities Group
  - a. 10/17/2016: Met with Records Manager Group (excluding Winters PD, unable to attend)
  - b. 10/25/2016: Data requested provided to Lorrie Marin, YSO for review.
  - c. 11/10/2016: Additional data provided to Woodland & Davis PD.
  - d. 12/15/2016: Additional data provided to Lorrie Marin, YSO.
  - e. April JPA Board meeting YSO proposal submitted to Board.
  - f. YECA's proposal presented.
8. ENP
9. Recruitment Plan

- a. Selection for January 2018 academy.
- 10. Staffing Study
- 11. 2017 In-Service Training Plan
  - a. Post-fire season classroom training (scheduled for October)
  - b. Winter Law procedures in-service training (in development)
- 12. 2018 Shift picks and vacation picks.
- 13. ROSS Training
- 14. Mentoring Program
- 15. Radio Procedures Training
  - a. WSP Sergeant's meeting completed.
  - b. WSP In-service training scheduled for December.
- 16. Work analysis.
- 17. Interview question revisions/panelist guidelines.



Agenda Item: 5.c

## YECA BUDGET MANAGEMENT SUMMARY

2017 / 2018 As of 9/21/17

	8% JUL-17	17% AUG-17	25% SEPT-17	33% OCT-17	42% NOV-17	50% DEC-17	58% JAN-18	67% FEB-18	75% MAR-18	83% APR-18	92% MAY-18	100% JUN-18
<b>360 360-1 ADMINISTRATION</b>												
Appropriations	\$ 2,383,473	\$ 2,383,473	\$ 2,383,473	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 101,557	\$ 242,728	\$ 316,144	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	4%	10%	13%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>360 360-2 OPERATIONS - DISPATCH</b>												
Appropriations	\$ 4,084,834	\$ 4,084,834	\$ 4,084,834	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 233,023	\$ 841,507	\$ 969,892	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	6%	21%	24%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL for all budget units - B/U 360-1 Administration; 360-2 Operations Dispatch;</b>												
Appropriations	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 334,580	\$ 1,084,235	\$ 1,286,036	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 6,133,727	\$ 5,384,072	\$ 5,182,271	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	5%	17%	20%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Estimated Revenue	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Realized Revenue	\$ 493,207	\$ 2,251,232	\$ 2,313,871	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Revenue	\$ 5,975,100	\$ 4,217,075	\$ 4,154,436	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	8%	35%	36%	0%	0%	0%	0%	0%	0%	0%	0%	0%

## STAFF REPORT

**Agenda Item:** 5.d

**Date:** October 4, 2017

**To:** YECA Governing Board

**From:** Dena Humphrey, Executive Director

**Subject:** Annual JPA Board Contract List Following IOP 204 Purchasing Policy, Item#6

**Summary:**

The Joint Exercise of Powers Agreement No. 08-001 forming the Agency establishes the Executive Director as the Agency Purchasing Agent and has the authority to:

1. To make contracts for and approve purchases for goods, supplies, and services costing less than \$50,000 per order and to purchase fixed assets approved in the budget as long as such expenditures are accommodated in the adopted budget. Approvals for any procurement above \$50,000 must be approved by the JPA Board.
2. Act to procure for the Agency the needed quality and quantity of supplies and equipment at the least expense.
3. Endeavor to obtain as full and as open competition in accordance with threshold amounts.
4. Prepare and recommend to the JPA Board revisions and amendments to the purchasing rules.
5. Supervise the inspection of all supplies and equipment purchased to insure conformance with specifications.
6. The Executive Director shall report to the Governing Board on an annual basis with a list of all contracts signed within designated signing authority.

**FY 2016/17**

<b>Term Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
06/6/2016 - 01/30/2017	Lionakas	Architectural & Hazardous Review Study	\$42,248
01/09/2017 - 03/15/2017	Paschke Inc.	Electrical Service for 911-UPS Project	\$32,560
07/06/2017 - 01/31/2018	CSI Inc.	Engineering Services Multiplexer Project	\$25,800
06/29/2017 - 10/08/2017	CJB Construction Inc.	Kitchen Project - ADA Compliancy	\$26,150
09/15/2016 - 12/01/2017	Bartel Associates	Actuarial Services - GASB 45, 68, 75	\$15,000
06/01/2017 - 05/31/2018	Jan-Pro Cleaning Services	Janitorial Services	\$10,500
12/01/2016 - 03/01/2017	MGO	Annual Audit & Financial Preparations	\$16,500