

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD
June 3, 2020
2:00 P.M. Public Session**

Woodland Police Department, 1000 Lincoln Ave, “Community Room,” Woodland, CA 95695

NOTE: This meeting is being agendized 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), 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

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

4. 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.

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 May 6, 2020, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. Delta Wireless Radio Maintenance Extension Three -Year Service Agreement
- e. FY20 Budget Adjustments

6. FieldOps Mobile CAD Application for Field Users – Voted Item

- a. Staff summary outlining additional access through tablets for CAD data

7. FY20/21 Final Budget – Voted Item

- a. FY20/21 Budget
- b. FY20/21 Capital Investment Plan (CIP)
- c. FY20/21 Authorized Positions Table

8. Next Scheduled JPA Board Meeting – TBD

9. Items for Future Agenda

10. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before May 29, 2020 on the bulletin board outside of the Yolo County, Erwin Meier Administration Center, 625 Court St., Woodland, California and on the agency website:

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



Dena Humphrey, Executive Director

PUBLIC PARTICIPATION INSTRUCTIONS:

Based on guidance from the California Department of Public Health and the California Governor's Office, in order to minimize the spread of the COVID 19 virus, please do the following:

1. You are strongly encouraged to observe the live stream of the meeting at <https://us02web.zoom.us/j/82508885682>, Meeting ID: 825 0888 56825 or by phone at (669) 900-6833 Meeting ID: 825 0888 5682.
2. If you are joining the meeting via zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make comment. The chair will call you by name or phone number when it is your turn to comment. Speakers will be limited to 3:00 minutes.
3. If you choose not to observe the meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 p.m. on the Monday prior to the meeting. Please submit your comment to the Dena Humphrey at

dhumphrey@yolo911.org. Your comment will be placed into the record at the Board meeting.

4. If you are watching/listening to the live stream of the meeting and wish to make either a general public comment or to comment on a specific agenda item as it is being heard, you may also submit your comment, limited to 250 words or less, to the Dena Humphrey at dhumphrey@yolo911.org noting in the subject line: For Public Comment. Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.

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.

Item 5.a

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

May 6, 2020

2:00 P.M. Public Session

The YECA Governing Board met on Wednesday May 6, 2020 at the Woodland Police Department 1000 Lincoln Ave – Community Room, Woodland. Chair Derrek Kaff called the meeting to order at 2:03 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 Zoom meeting:
By PC: <https://us02web.zoom.us/j/82508885682>
Meeting ID: 825 0888 56825
Or
By Phone: (669) 900-6833
Meeting ID: 825 0888 5682

PRESENT: Primary Board Members: Derrek Kaff, City of Woodland, Steve Binns, City of West Sacramento John Donlevy, City of Winters, Dena Humphrey, YECA Executive Director,

Via Zoom: Tom Lopez, Yolo County, Rebecca Ramirez, Yocha Dehe Wintun Nation,

ABSENT: None

Entry No.2

Minute Order No. 2020-07

Approval of the Agenda - [The Agenda was approved as presented](#)

MOTION: Lopez SECOND: Donlevy AYES: Kaff, Binns, Ramirez, Donlevy, Lopez

Entry No. 3

Announcements

a. Resolution:

i. Craig Priester retirement effective May 6, 2020, after serving 15-years with

Chair Kaff read resolution commending Craig on 15 years of service, presented Craig with a Retirement Plaque.

Entry No. 4

Public Comment - None

Entry No. 5

Minute Order No. 2020-08; Approval of Consent Agenda - [Approved](#)

- a. Approval of the Minutes from the March 4, 2020, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 1st Quarter – Dispatch to Que Report

MOTION: Lopez SECOND: Binns AYES: Kaff, Donlevy, Ramirez Binns, Lopez,

Entry No. 6

Minute Order No. 2020-09; Old Business – Informational Only –[Dena Humphrey Presented](#)

- a. General discussion on YECA Building

Discussion: - Board members are in agreement to table any architectural expense for now due to the instability of economic times due to COVID-19. Agreed to reinstate topic in September 2020 Agenda Board meeting.

Entry No. 7

Minute Order No. 2020-10; Central Square ASSYST for YECA's Accounting Software Project – Action Item - Dena Humphrey presented – **Voted Item**

a. Staff summary detailing YECA's accounting needs and project details –

Total costs for new software implementation and training is \$9,133, with on-going yearly maintenance costs of \$1,353. The initial cost of the software and implementation would be absorbed within the current fiscal. The A-87 costs associated with an accounting charge from the county would be an estimated \$5k for FY21 with a further reduced cost in FY22. Finalize the project with a target date of July 1, 2020, implementation and training to start by June 1st. YECA requesting approval from the Board for an overall consensus of the project and to open an outside banking account with US Bank to pay invoices to outside vendors. Bank account would be opened under Yolo County's sub-accounts or separately in YECA's name. Arrangement was made with the county CFO. All payroll and benefits expenditures would remain within the County Treasurer.

MOTION: Binns SECOND: Ramirez AYES: Kaff, Donlevy, Lopez, Ramirez, Binns - Passed

Entry No. 8 FY20/21 Proposed Base Budget & Presentation – *Informational Only-Dena Humphrey presented.

a. **FY20/21 Proposed Base Budget** - The total budget for FY20/21 is \$6,836,246 with an allocation to partners of \$5,843,741 for operations and maintenance plus \$367,505 for the scheduled debt service payment. Revenue offsets included the use of surplus funds \$300k, \$90k transfer from Capital/Special Projects fund and revenue from the UCD Fire contract \$75k, Arbuckle Fire \$40k, and grants/reimbursements \$120k, brought a total reduction of \$625k, to the allocations. On April 16th, YECA received a letter from the City Managers group requesting a 5% target reduction for the FY20-21 Budget due to economic recessions.

There is Future Costs – Yolo County Energy Efficient Project program: The building YECA resides in is owned by the county and was included in the project. The equipment costs for YECA is \$72,496, after bonding fees and project management expenses the total project cost is \$142,939. This amount will be billed over a 15-year period by General Services. The first year payment for FY21 is \$2,701, thereafter for the next 14 years FY22 thru FY35 the yearly cost will be \$10,017.

b. **FY20/21 Proposed CIP**

- UPS \$90,000 Slated for FY21
- Battery Plants \$106,000 Slated for FY21 *HSG
- Firewalls \$40,000 Slated for FY21 *HSG

c. **FY20/21 Proposed Position Table**

- 5 vacant Dispatcher positions 3 currently going thru background.

Discussion: Board member's direction is to seek grant funding for the 90K UPS, slated for FY21; defer expending from some of the Capital Improvement Project cost, also advised to move forward with 3 currently in background, to place a hiring freeze for now on 2 do not expend; however, keep cost presented in the budget for adoption.

Entry No. 9 Closed Session: **Adjourned for close session 3:05 p.m. –**
Minute Order No. 2020-11 **Reconvened Regular Session 4:22 p.m. "No Action Taken"**

Threat to Public Services or Facilities (§ 54957)
Consultation with Mission Critical Partners
Consultants: Mike Miller, Jaime Young, Dennis Matzen
Staff members who joined in the closed session are:
Billy Keen, I.T. Manager YECA
Leah Goodwin, Operations Manager YECA

Entry No. 10 FY20 Proposed Funding for Potential Projects & Program – Action Item

a. Staff summary highlighting projects for potential FY20 funding

Minute Order No. 2020-12 Item 1: YECA Backup Center: - Voted item

Improvement to the existing evacuation plan and provide a backup center at the Woodland Police Department for a continuity of operations:

Costs: \$43,322 - \$70,158 (Total cost depends on option A or B in phase 1- breakdown given in attachment)

Funding Source: Absorb 50% within current FY20 and the remaining from Fund Balance

MOTION: Donlevy SECOND: Binns AYES: Kaff, Lopez, Ramirez, Binns Donlevy, – Passed for Option B Phase 1.

Minute Order No. 2020-13 Item 2: YECA Building HVAC Duct Cleaning - Voted item

Yolo County General Services – Facilities screened two vendors to provide a quote for a full cleaning of the building air ducts and equipment:

Costs: \$10,000 - \$30,000 – Not to exceed \$30,000

Funding Source: Absorb costs within current FY20 Budget -

MOTION: Donlevy SECOND: Lopez AYES: Kaff, Ramirez, Binns, Donlevy, Lopez – Passed

Minute Order No. 2020-14 Item 3: Emergency Paid Sick Leave (EPSL) 80Hrs –Voted item

Emergency Paid Sick Leave is part of the Families First Coronavirus Response Act (FFCRA) which provides a discretionary additional paid sick leave for specified reasons related to COVID-19. Requesting Approval: these provisions would apply from April 1, 2020 through December 31, 2020. This program would be used on a case by case basis and meet a criteria using Yolo County Human Resources format for their employees. (Yolo County EPSL document provided)

Costs: Unknown

Funding Source: YECA. Currently, the Federal government has not provided any provisions for this expense to be reimbursable for government entities.

Discussion: Should the Federal Government approve public agencies to be reimbursed with Social Security offsets, YECA would not benefit as a non-participant employer to Social Security.

MOTION: Lopez SECOND: Ramirez AYES: Kaff, Binns, Donlevy, Ramirez, Lopez – Passed

Entry No. 11 Next Scheduled JPA Board Meeting –June 3, 2020

Entry No. 12 Items for Future Agenda

b. FY20/21 Budget

**Entry No. 13 Meeting Adjourned at 4:32 p.m.
Minutes submitted by Eloise Austin**

STAFF REPORT

Agenda Item: 5.b

Date: June 3, 2020
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
From: Leah Goodwin, Operations Manager
Subject: May 2020 Operations Division Report
Recommendation: No action required; information only.
Summary: Operations staff is currently engaged in the following:

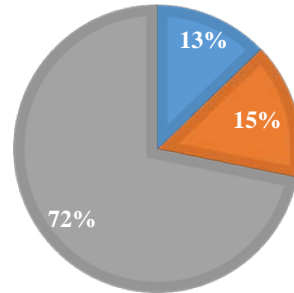
Staffing:

1. Out of 39 funded operations positions:

| Classification | Filled | Funded | Vacant |
|--------------------|-----------|-----------|----------|
| Supervisor | 3 | 4 | 1 |
| Dispatcher III | 4 | 4 | 0 |
| Dispatcher I/II | 24 | 26 | 2 |
| Dispatch Assistant | 3 | 5 | 2 |
| TOTAL | 34 | 39 | 5 |

JUNE 2020 STAFFING

■ Vacancies ■ In-Training ■ Trained



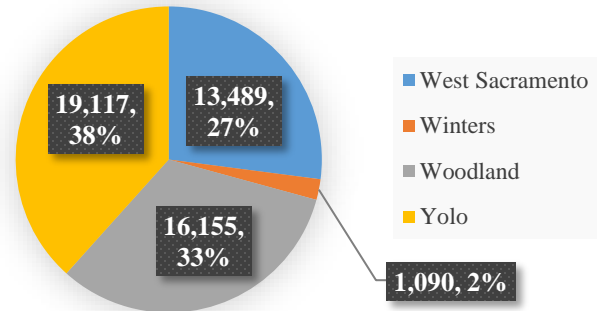
- a. Tony Frasier has begun training on the Fire console (4th console).
 - b. Lauren Katz has completed training on the YSO/WNP radio (1st console).
 - c. Michelle Pineda has completed training on the WPD radio (1st console).
 - d. Tianna Dumas has begun training on the Fire radio (1st console).
 - e. Naiya Johnson has begun training on the WSP radio (1st console).
2. Traci Fitzsimmons, Dispatcher II has a planned retirement date in December, 2020.
 3. Two (2) applicants have completed the selection process, slated to begin June 28, 2020.

Statistical Information:

Monthly Phone Statistics:

| | Jan | Feb | Mar | Apr | YTD |
|----------------------|---------------|---------------|---------------|---------------|---------------|
| 9-1-1 | 3,923 | 4,320 | 4,432 | 4,536 | 17,211 |
| 7-Digit Emergency | 784 | 876 | 789 | 741 | 3,190 |
| AMR | 108 | 96 | 96 | 67 | 367 |
| West Sacramento | 3,240 | 3,253 | 3,597 | 3,399 | 13,489 |
| Winters | 234 | 224 | 332 | 300 | 1,090 |
| Woodland | 3,850 | 3,928 | 4,215 | 4,162 | 16,155 |
| Yolo | 4,749 | 5,082 | 4,854 | 4,432 | 19,117 |
| Outgoing | 5,563 | 5,768 | 5,020 | 5,105 | 21,456 |
| TOTAL | 22,451 | 23,547 | 23,335 | 22,742 | 92,075 |

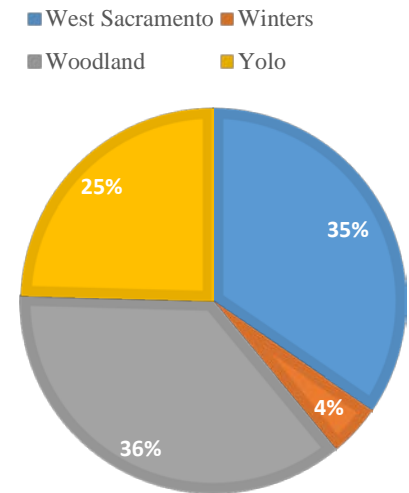
**2020 YTD
Incoming Non-Emergency
Lines**



Monthly CAD Events:

| | Jan | Feb | Mar | Apr | YTD |
|--|---------------|---------------|---------------|---------------|---------------|
| West Sacramento | | | | | |
| TOTAL | 5,618 | 5,582 | 5,362 | 5,201 | 21,763 |
| Winters | | | | | |
| TOTAL | 795 | 690 | 669 | 627 | 2,781 |
| Woodland | | | | | |
| TOTAL | 5,959 | 5,990 | 5,536 | 5,425 | 22,910 |
| Yolo | | | | | |
| TOTAL | 4,058 | 4,098 | 3,493 | 3,800 | 15,449 |
| Yocha Dehe | | | | | |
| TOTAL | 37 | 26 | 19 | 4 | 86 |
| Arbuckle | | | | | |
| TOTAL | 24 | 29 | 24 | 19 | 96 |
| Outside Agency/non-geo validated | | | | | |
| TOTAL | 76 | 62 | 52 | 60 | 250 |
| UCD | | | | | |
| TOTAL | 126 | 137 | 102 | 45 | 410 |
| GRAND TOTAL | 16,693 | 16,614 | 15,257 | 15,181 | 63,745 |

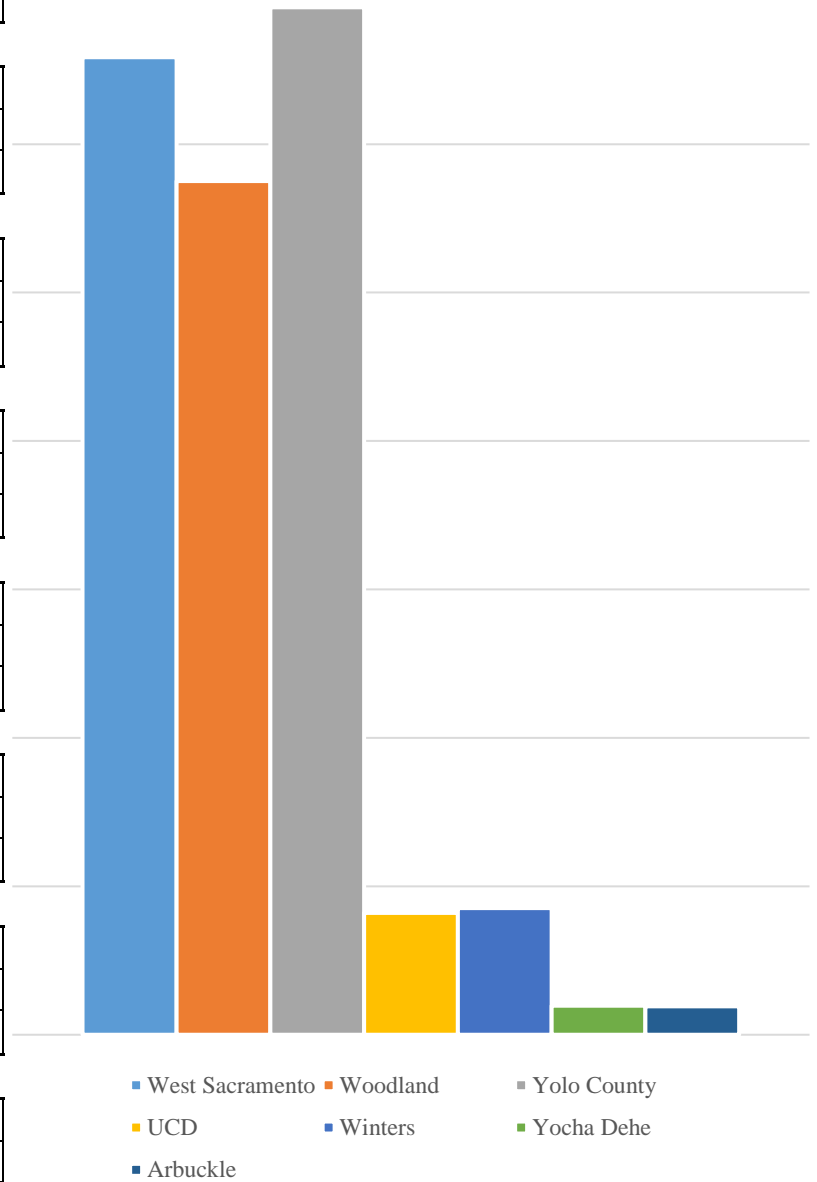
**2020 YTD CAD
EVENTS**



Fire CAD Events:

2020 Fire Events

| | Jan | Feb | Mar | Apr | YTD |
|------------------------|--------------|--------------|--------------|--------------|---------------|
| West Sacramento | | | | | |
| Fire | 325 | 318 | 384 | 286 | 1,313 |
| Medical | 506 | 501 | 511 | 462 | 1,980 |
| TOTAL | 831 | 819 | 895 | 748 | 3,293 |
| Winters | | | | | |
| Fire | 72 | 85 | 82 | 60 | 299 |
| Medical | 33 | 36 | 31 | 28 | 128 |
| TOTAL | 105 | 121 | 113 | 88 | 427 |
| Woodland | | | | | |
| Fire | 378 | 355 | 347 | 305 | 1,385 |
| Medical | 410 | 401 | 375 | 305 | 1,491 |
| TOTAL | 788 | 756 | 722 | 610 | 2,876 |
| Yolo | | | | | |
| Fire | 614 | 880 | 882 | 771 | 3,147 |
| Medical | 79 | 82 | 70 | 83 | 314 |
| TOTAL | 693 | 962 | 952 | 854 | 3,461 |
| Yocha Dehe | | | | | |
| Fire | 11 | 12 | 9 | 4 | 36 |
| Medical | 26 | 26 | 10 | 0 | 62 |
| TOTAL | 37 | 38 | 19 | 4 | 98 |
| Arbuckle | | | | | |
| Fire | 14 | 18 | 13 | 11 | 56 |
| Medical | 10 | 11 | 11 | 8 | 40 |
| TOTAL | 24 | 29 | 24 | 19 | 96 |
| UCD | | | | | |
| Fire | 81 | 87 | 65 | 35 | 268 |
| Medical | 45 | 50 | 37 | 10 | 142 |
| TOTAL | 126 | 137 | 102 | 45 | 410 |
| ALL | | | | | |
| Fire | 1,495 | 1,755 | 1,782 | 1,472 | 6,504 |
| Medical | 1,109 | 1,104 | 1,045 | 896 | 4,154 |
| TOTAL | 2,604 | 2,859 | 2,827 | 2,368 | 10,658 |



CLETS Inquiries/Returns:

| | Jan | Feb | Mar | Apr | YTD |
|-----------|--------|--------|--------|--------|----------------|
| Inquiries | 36,531 | 38,102 | 29,557 | 29,405 | 133,595 |
| Returns | 59,039 | 61,578 | 47,768 | 47,523 | 215,908 |

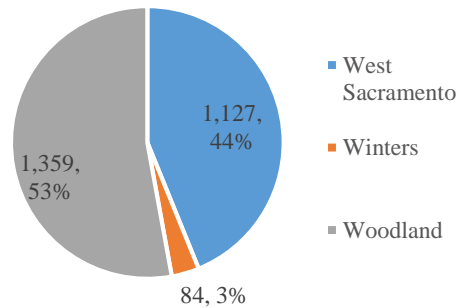
Confidential Records Requests (Audio & CAD Print out):

| Jan | Feb | Mar | Apr | YTD |
|-----|-----|-----|-----|------------|
| 143 | 112 | 145 | 82 | 482 |

After-Hours Records Entries:

| | Jan | Feb | Mar | Apr | YTD |
|-----------------|------------|------------|------------|------------|--------------|
| West Sacramento | 336 | 343 | 281 | 167 | 1127 |
| Winters | 16 | 23 | 34 | 11 | 84 |
| Woodland | 424 | 401 | 364 | 170 | 1359 |
| TOTAL | 776 | 767 | 679 | 348 | 2,570 |

2020 YTD Records Entries



Text to 9-1-1:

| | Jan | Feb | Mar | Apr | Total YTD |
|--------------|-----------|----------|-----------|-----------|-----------|
| TOTAL | <u>25</u> | <u>9</u> | <u>22</u> | <u>16</u> | 72 |

ROSS/IROC Orders/Entries:

| | Jan | Feb | Mar | Apr | YTD |
|-----------|-----|-----|-----|-----|----------|
| IROC/ROSS | 0 | 1 | 0 | 0 | 1 |

Conversion Project in progress – 80 hours YTD data entry/review + 60 hours total training = 140 hours of staff time for IROC conversion.

Projects:

1. COVID-19 Response and planning
2. IROC Data training
3. Supervisor promotion process – June 1, 2020
 - a. Supervisor training plan
4. EMD-QA
5. Policy Manual Revisions/Re-format – FIRE Manual - complete
6. Records After-Hours Responsibilities Group
7. Emergency Staffing Plan – draft complete

8. Next academy scheduled begins June 28, 2020, subsequent recruitments have been postponed.
9. Succession Planning
10. 2020 In-Service Training Plan
 - a. Dispatcher in Charge monthly update training (in progress)
 - b. Supervisor monthly update training
11. Radio Procedures Training
 - a. pending scheduling
12. Scheduling software research & selection
13. CalOES GIS Pilot Project
14. Retirement planning

Agenda Item: 5.c

YECA BUDGET MANAGEMENT SUMMARY

2019 / 2020 As of 5/27/20

| | 8% JUL-19 | 17% AUG-19 | 25% SEPT-19 | 33% OCT-19 | 42% NOV-19 | 50% DEC-19 | 58% JAN-20 | 67% FEB-20 | 75% MAR-20 | 83% APR-20 | 92% MAY-20 | 100% JUN-20 |
|---|--------------|---------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| 360 3601-8350 ADMINISTRATION | | | | | | | | | | | | |
| Appropriations | \$ 2,049,919 | \$ 2,049,919 | \$ 2,049,919 | \$ 2,049,919 | \$ 2,049,919 | \$ 2,049,919 | \$ 2,049,919 | \$ 2,049,919 | \$ 2,049,919 | \$ 2,049,919 | \$ 2,049,919 | \$ 2,049,919 |
| Expenditures | \$ 126,557 | \$ 237,892 | \$ 337,341 | \$ 575,827 | \$ 683,298 | \$ 749,837 | \$ 903,596 | \$ 944,406 | \$ 1,090,449 | \$ 1,462,803 | \$ - | \$ - |
| Unencumbered | \$ - | \$ 1,812,027 | \$ 1,712,578 | \$ 1,474,092 | \$ 1,366,621 | \$ 1,339,224 | \$ 1,146,323 | \$ 1,105,513 | \$ 959,470 | \$ 587,116 | \$ 2,049,919 | \$ 2,049,919 |
| Percent Expended | 6% | 12% | 16% | 28% | 33% | 37% | 44% | 46% | 53% | 71% | 0% | 0% |
| 360 3602-8351 OPERATIONS - DISPATCH | | | | | | | | | | | | |
| Appropriations | \$ 4,163,301 | \$ 4,163,301 | \$ 4,163,301 | \$ 4,163,301 | \$ 4,163,301 | \$ 4,163,301 | \$ 4,163,301 | \$ 4,163,301 | \$ 4,163,301 | \$ 4,163,301 | \$ 4,163,301 | \$ 4,163,301 |
| Expenditures | \$ 434,640 | \$ 757,038 | \$ 1,019,199 | \$ 1,395,497 | \$ 1,685,743 | \$ 1,977,432 | \$ 2,305,475 | \$ 2,457,018 | \$ 2,869,894 | \$ 3,150,520 | \$ - | \$ - |
| Percent Expended | 10% | 18% | 24% | 34% | 40% | 47% | 55% | 59% | 69% | 76% | 0% | 0% |
| 360 3601-8356 INFORMATION TECHNOLOGY | | | | | | | | | | | | |
| Appropriations | \$ 681,290 | \$ 681,290 | \$ 681,290 | \$ 681,290 | \$ 681,290 | \$ 681,290 | \$ 681,290 | \$ 681,290 | \$ 681,290 | \$ 681,290 | \$ 681,290 | \$ 681,290 |
| Expenditures | \$ - | \$ 72,952 | \$ 301,416 | \$ 406,316 | \$ 378,244 | \$ 408,319 | \$ 478,369 | \$ 482,636 | \$ 519,259 | \$ 544,469 | \$ - | \$ - |
| Percent Expended | 0% | 11% | 44% | 60% | 56% | 60% | 70% | 71% | 76% | 80% | 0% | 0% |
| TOTAL for all budget units - B/U 360-1 Administration; 360-2 Operations Dispatch; 3601-8356-Information Technology | | | | | | | | | | | | |
| Appropriations | \$ 6,894,510 | \$ 6,894,510 | \$ 6,894,510 | \$ 6,894,510 | \$ 6,894,510 | \$ 6,894,510 | \$ 6,894,510 | \$ 6,894,510 | \$ 6,894,510 | \$ 6,894,510 | \$ 6,894,510 | \$ 6,894,510 |
| Expenditures | \$ 561,197 | \$ 1,067,882 | \$ 1,657,956 | \$ 2,377,640 | \$ 2,747,284 | \$ 3,135,589 | \$ 3,687,440 | \$ 3,884,060 | \$ 4,479,602 | \$ 5,157,791 | \$ - | \$ - |
| Unencumbered | \$ 6,333,313 | \$ 5,826,628 | \$ 5,236,554 | \$ 4,516,870 | \$ 4,147,226 | \$ 3,758,921 | \$ 3,207,070 | \$ 3,010,450 | \$ 2,414,908 | \$ 1,736,719 | \$ 6,894,510 | \$ 6,894,510 |
| Percent Expended | 8% | 15% | 24% | 34% | 40% | 45% | 53% | 56% | 65% | 75% | 0% | 0% |
| Estimated Revenue | \$ 6,894,510 | \$ 6,894,510 | \$ 6,894,510 | \$ 6,894,510 | \$ 6,894,510 | \$ 6,894,510 | \$ 6,894,510 | \$ 6,894,510 | \$ 6,894,510 | \$ 6,894,510 | \$ 6,894,510 | \$ 6,894,510 |
| Realized Revenue | \$ 1,988,411 | \$ 2,883,833 | \$ 3,398,928 | \$ 4,584,020 | \$ 4,621,965 | \$ 4,623,293 | \$ 5,200,692 | \$ 5,210,525 | \$ 6,312,026 | \$ 6,335,789 | \$ - | \$ - |
| Unrealized Revenue | \$ 4,906,099 | \$ 4,010,677 | \$ 3,495,582 | \$ 2,310,490 | \$ 2,272,545 | \$ 2,271,217 | \$ 1,693,818 | \$ 1,683,985 | \$ 582,484 | \$ 558,721 | \$ 6,894,510 | \$ 6,894,510 |
| Percent Realized | 29% | 42% | 49% | 66% | 67% | 67% | 75% | 76% | 92% | 92% | 0% | 0% |

updated 11/6/19

STAFF REPORT

Agenda Item: 5.d

Date: June 3, 2020
To: YECA Governing Board
From: Dena Humphrey, Executive Director
Subject: Radio Maintenance Contract 3-Year Renewal

Recommendation: Approve signing authority to Executive Director to amend the contract for radio maintenance services with Delta Wireless, amending the terms for a 1-Year Term with two additional 1-Year Extensions.

Summary:

The Delta Wireless contract is upon expiration, as our primary service provider for the radio and microwave system. Delta Wireless has been serving the agency since 2013. The original contract was a request to the JPA Board as a sole source due to the specialty and complexity of the Telecommunications field, along with a shortage of providers in the area. Delta Wireless is a Motorola Elite Service Specialist provider, which requires providers to uphold the highest standards within the industry.

This renewal is to contract for a one (1) year term with two (2) additional (1) year extensions for a total of 3 years and provides a maximum hourly cap for non-essential radio issues. The contract accounts for having a technician available 16-hours per week to work through non-essentials and punch list items. The service contract still maintains a 24/7 support for radio and microwave system failures, an annual preventive maintenance optimization of the system, regular maintenance, troubleshooting, 24/7 technical support; fixed hourly rates for engineering services, radio repair, parts, and in-shop labor.

Due to the specialized and complexity of radio and engineering services, Delta has five certified technicians available to provide regular repair, maintenance, and after-hour tech support from their Sacramento location. All technicians employed by Delta have passed extensive background checks. Delta has been serving the area since 1996, and includes some of the following surrounding customers: UCD, City of Davis, Citrus Heights, Roseville, Nevada County Sheriff, Folsom PD, and Sacramento Airport, and works alongside Sacramento Regional Radio Communications System (SRRCS).

If approved, the contract term would cover periods July 1, 2020 – June 30, 2023. The cost for FY21 is \$123,720, an 7.5% increase from last year. The primary increase of 5.5% was due to the recent addition of two radio dispatch consoles in dispatch that increased costs to the maintenance agreement, leaving the remaining 2% for the annual increase. The agreement was negotiated for stability in years FY22 & FY23 with costs increases of 2% for each fiscal year. This contract also includes fixed hourly rates for member agencies seeking radio/mobile repair and maintenance services.

STAFF REPORT

Agenda Item: 5.e

Date: June 3, 2020

To: YECA Governing Board

From: Dena Humphrey, Executive Director

Subject: FY20 Budget Adjustments – Summary Report

Summary:

The following summary report details the necessary FY20 budget adjustments made with the in/out flows throughout the year. This summary of adjustments provides a record of the changes that took place from the original FY20 final budget approved by the Board for audit purposes. Some of the reasons included e.g., new grants received after the final budget is approved or Board approvals for increases to Reserve Funds.

| Fund | Cost Center | Account | Amount | Notes |
|------|-------------|-------------|-----------------|---|
| 6921 | 8359 | 405100-6920 | \$ (168,000.00) | Increase to General Reserve - Use of Fund Balance |
| 6920 | 8350 | 503100 | \$ 35,000.00 | Increase for Evacuation Plan Use of Fund Balance |
| 6920 | 8350 | 503100-6921 | \$ 168,000.00 | Increase Transfer-Out - Use of Fund Balance |
| 6920 | 8350 | 503070 | \$ 47,000.00 | Increase to Equipment Contingency Fund |
| 6920 | 8356 | 405100 | \$ (35,000.00) | Increase Transfer-In - Use of Fund Balance |
| 6920 | 8356 | 501152 | \$ 35,000.00 | Increase FY20 - Use of Fund Balance |
| 6920 | 8357 | 503070 | \$ 24,366.00 | Increase FY20 - Rumsey Radio Grant Yocha Dehe Grant |
| 6920 | 8358 | 402090-0001 | \$ (140,000.00) | Increase FY20 - New Radio Consoles Yocha Dehe Grant |
| 6920 | 8358 | 503070 | \$ 140,000.00 | Increase FY20 - New Radio Consoles Yocha Dehe Grant |
| 6920 | 8350 | 503100-6921 | \$ 78,000.00 | Increase Transfer-Out for Change in CIP Schedule |
| 6921 | 8359 | 405100-6920 | \$ (78,000.00) | Increase Transfer-in for Change in CIP Schedule |

STAFF REPORT

Agenda Item: 6.a

Date: June 3, 2020
To: YECA Governing Board
Thru: Dena Humphrey, Agency Manager
From: Billy Keen, IT Manager
Subject: Central Square Field Ops Mobile Application – Voted Item

Recommendation: Seeking direction from the Board for the preferred licensing cost allocation option

Summary:

In January 2019, a staff report was brought to the board regarding Central Square's Field Ops application. At the board's direction YECA proceeded with implementation at the cost of \$1,400. After implementation was complete it was found that a jurisdictional filter capability was missing within the application. Final Acceptance was never completed due to this issue and no funds were paid to Central Square.

Due to agency's mobile equipment not meeting requirements for the new version, the upgrade was delayed and scheduled for June 2nd 2020. Once updated, testing will be completed and beta testing with agencies that have expressed interest will begin.

Central Square's Field Ops application functions on most Apple iOS and Android devices. The design of the Field Ops application is to be a supplemental tool to the current mobile application. The application allows users to have a mobile client on their smartphones or tablets when they are not in their vehicle or if they do not currently have a mobile device in their vehicle.

Primary features include:

- Field initiated unit status changes
- AVL location sent to dispatch
- Receive notifications of new calls
- Interactive Mapping and Driving Directions
- View Real-Time CAD data
 - Comments
 - Caution Notes
 - Active and Pending Calls
 - Other unit's AVL Location

Licensing of the application is based on an annual subscription model at the price of \$120 per user, per year. Based on agency's feedback there would be an estimated annual license cost of \$5,160.00 during the testing phase, growing to a potential increase of \$26,760 at full member agency implementation. Full implementation numbers are estimates that were given from each agency and subject to increases based on agency users. See attached table for license breakdown.

| Agency | Testing Phase | | Full Implementation | |
|----------------------|---------------------|----------------|---------------------|-----------------|
| | # of Test Licenses* | Annual Cost | # of Licenses* | Annual Cost |
| West Sacramento PD | 5 | \$600 | 30 | \$3,600 |
| West Sacramento Fire | 7 | \$840 | 20 | \$2,400 |
| Winters PD | 2 | \$240 | 14 | \$1,680 |
| Winters Fire | 2 | \$240 | 5 | \$600 |
| Woodland PD | 5 | \$600 | 30 | \$3,600 |
| Woodland Fire | 3 | \$360 | 12 | \$1,440 |
| UC Davis Fire | 4 | \$480 | 4 | \$480 |
| Yocha Dehe Fire | 5 | \$600 | 35 | \$4,200 |
| Yolo County Sheriff | 5 | \$600 | 25 | \$3,000 |
| Volunteer Fire | 5 | \$600 | 48 | \$5,760 |
| Annual Total: | 43 | \$5,160 | 208 | \$26,760 |

* Agencies were contacted and asked for an estimated number at full implementation (Subject to Change)

Licensing Cost Options:

YECA is seeking direction on the preferred option to allocate agency licensing costs for the Field Ops mobile application. YECA currently does not have these costs budgeted in the FY21 budget. All license costs are subscription based and due for renewal annually. Testing phase license cost is estimated at \$5,160.00 and could increase to \$26,760.00 annually at full implementation.

Costs would be dependent on the amount of request for each license by each agency and subject to growth. Agency exception would apply to outside contracts e.g., UCD Fire, since they are not included in the member cost formula. All outside contracted agencies would need to be billed separately.

Option #1: Costs for initial licensing will be invoiced to the respective agency, while annual license renewal cost will be budgeted within YECA’s operating budget.

Option #2: Costs for all licensing will be invoiced to each respective agency for initial purchase of license and thereafter for the annual renewals.

| | Initial Purchase of Licenses | Annual Renewal Costs |
|-----------|------------------------------|----------------------|
| Option #1 | Member Agencies | YECA |
| Option #2 | Member Agencies | Member Agencies |

STAFF REPORT

Agenda Item: 7.a

Date: June 3, 2020

To: YECA Governing Board

From: Dena Humphrey, Executive Director

Subject: Final Budget for FY20/21 – Voted Item

Summary:

This year's budget for FY20/21 captures the operational costs for current staffing of 46 FTE's. The FY21 budget is inclusive of all bargaining costs for the represented and non-represented.

Agency Overall:

The total budget for FY20/21 is \$6,836,246 with an allocation to partners of \$5,843,741 for operations and maintenance plus \$367,505 for the scheduled debt service payment. The use of surplus funds \$300k, \$90k transfer from Capital/Special Projects fund and revenue from the UCD Fire contract \$75k, Arbuckle Fire \$40k, and grants/reimbursements \$120k, brought a total reduction of \$625k, to the member allocations.

On April 16th, YECA received a letter from the City Managers group requesting a 5% target reduction for the FY20-21 Budget due to economic recessions. Some of the examples of cost cutting strategies shared in the letter included hiring freezes, elimination of vacant positions, and deferral of equipment purchases and capital improvement projects. A 5% target would be \$323k, based on the overall budget minus the debt service of \$6,468,741.

In response to this target, the option to delay FY21 contributions to the CIP in the amount of \$368k and transfer \$90k from the Capital/Special Projects fund to purchase one item on the CIP was applied. This provides an overall 5.5% reduction to member allocations. Due to differing contributions amounts members realized a reduction between 4% to 12% to their member shares for O&M costs. These reductions are shown in the FY20/21 Member Agency Allocations table.

In prior years, capital costs were presented separately and typically funded with bond money or fund balance. FY20/21 will be year 4 of the 10-year capital plan. This contribution could be delayed and the plan updated to meet this one-year delay.

Cost Changes for FY21:

Salaries & benefits for 46 FTE's increased by \$162k or 3%. The cost increase is inclusive of bargaining and reflects overall increases from i.e., CalPERS, Merits, COLA's, and Medical. CalPERS budgeted cost increased \$35k, or 7% from previous year's budgeted amount. The table below reflects the 5-year projection for pension costs:

CalPERS Projections:

The Board approved an additional \$500k to CalPERS last fiscal year. This amount was to pay down the Unfunded Accrued Liability (UAL). As a result of this payment, it lessened the balance from the June 30, 2018 Valuation Report from \$4,101,646 to \$3,598,767, and reduced the projected FY21 Employer UAL payment by \$29,000.

| CalPERS | Projected Future Employer Contribution Rates | | | | | |
|------------------------|--|-----------|-----------|-----------|-----------|-----------|
| | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 |
| Employer Normal Cost%: | 11.031% | 11.0% | 11.0% | 11.0% | 11.0% | 11.0% |
| Employer Normal Cost | \$315,186 | \$300,355 | \$357,993 | \$371,491 | \$375,206 | \$378,959 |
| UAL\$ | \$230,900 | \$276,000 | \$305,000 | \$326,000 | \$348,000 | \$357,000 |
| Total CalPERS Cost | \$546,086 | \$576,355 | \$662,993 | \$697,491 | \$723,206 | \$735,959 |

YECA Future Costs - Yolo County Energy Efficient Project:

The Yolo County Board of Supervisors recently approved a countywide energy efficient program presented by the General Services Department covering all county owned buildings. The building YECA resides in is owned by the county and was also included in the energy efficient project. The project entails replacing all interior florescent light bulbs with LED lightning and replacing (1) 5-ton HVAC unit.

The equipment costs for YECA is \$72,496, after bonding fees and project management expenses the total project cost is \$142,939. This amount will be will be billed over a 15-year period by General Services. The first year payment for FY21 is \$2,701, thereafter for the next 14 years FY22 thru FY35 the yearly cost will be \$10,017.

FY20 Current Fund Balance Summary:

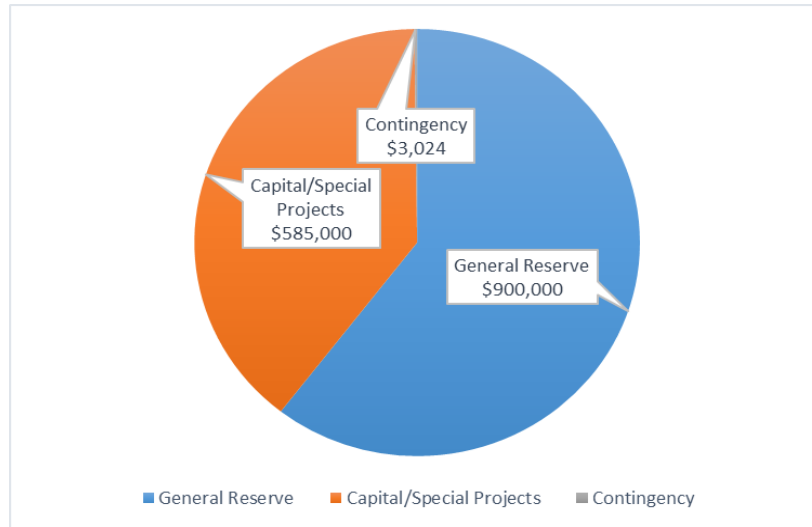
The General Reserve established Nov 2015 for emergency needs has a current balance \$900k, representing 14% of the operating budget (goal set by the JPA Board 20%).

The Capital/Special Projects Reserve has a balance of \$585k. The proposed budget would not include a contribution into the fund for FY21.

Two years ago the Board approved the setting aside of a small contingency fund primarily set up for radio equipment failures. Fortunately, this year the contingency fund was used to address the Fire Station Alerting System failures for \$46,976, leaving a remaining balance of \$3,024.

FY20

Current Reserve Balances



Fiscal Year Comparison

Current year budget comparison to FY20/21 budget:

| Major Objects | Current Year FY19/20 | New FY20/21 | Change | Percent |
|---------------------------------|-------------------------|---------------------|---------------------|---------------|
| Total Salaries & Benefits | \$ 4,927,542 | \$ 5,089,126 | \$ 161,584 | 3.3% |
| Total Service & Supplies | \$ 1,151,340 | \$ 1,181,115 | \$ 29,775 | 2.6% |
| Total Other Charges | \$ 377,628 | \$ 370,005 | \$ (7,623) | (2.0)% |
| Capital Equipment & Contingency | \$ 438,000 | \$ 196,000 | \$ (242,000) | (55.3)% |
| TOTAL APPROPRIATIONS | \$ 6,894,510 | \$ 6,836,246 | \$ (58,264) | (0.8)% |

| | | | | |
|------------------------------|---------------------|---------------------|---------------------|---------------|
| Total Member Contribution | \$ 5,907,882 | \$ 5,843,741 | \$ (64,141) | (1.1)% |
| Total Capital Lease Payments | \$ 377,628 | \$ 370,005 | \$ (7,623) | (2.0)% |
| Total Other | \$ 609,000 | \$ 622,500 | \$ 13,500 | 2.2% |
| TOTAL REVENUE | \$ 6,894,510 | \$ 6,836,246 | \$ (58,264) | (0.8)% |

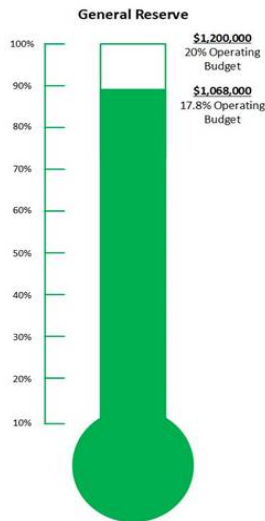
Use of Fund Balance

The agency realized a \$550k fund balance, as a result of vacancies and carryovers from prior years, as noted in the FY18/19 Financial Audit. As a result, the agency proposes the following use of funds:

| Description | Year | Amount | Fund | Cost Center |
|--------------------------------------|------|-------------------|-------|-------------|
| Offset Member Shares for FY21 Budget | FY21 | \$ 300,000 | #6920 | #8350 |
| One-Time Purchase – Evacuation Plan | FY20 | \$ 35,000 | #6920 | #8356 |
| Replenish Equipment Contingency Fund | FY20 | \$ 47,000 | #6920 | #8350 |
| Increase General Reserve Fund | FY20 | \$ 168,000 | #6921 | #8359 |
| Total | | \$ 550,000 | | |

1. To offset member shares for FY21, the use of \$300k from fund balance was built into the FY20/21 Budget.
2. A one-time purchase of \$35k, use of fund balance was recently approved by the Board to buy equipment for YECA’s evacuation plan for FY20.
3. To replenish the Equipment Contingency Fund back to original balance, the use of fund balance of \$47k will bring the fund back to \$50k. Purchases were made from this fund to address the Fire station toning issues.
4. The JPA Board set the goal of having 20% of the operating budget set aside in the General Reserve fund. The current balance is \$900k, reflecting 14% of the operating budget. Increasing the fund by \$168k, will bring the General Reserve to \$1,068,000, reaching 89% of the Board’s goal.

JPA Board General Reserve Fund Goal Status



FY20-21 Final Member Agency Allocations

The agency allocations shown on the table below reflects operations & maintenance, along with the reduction of the FY20/21 CIP contribution of \$368k, shown as “Delay FY21 CIP Contribution.” This provides a reduction to each member agency with varying percent’s based off the CIP formula.

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

| Agency Totals | FY20 Member Allocations | Delay FY21 CIP Contribution | FY21 Member Allocations | Change |
|-----------------------------------|-------------------------------|-----------------------------------|-------------------------------|-----------------------------|
| | | | | Increase/ (Decrease) |
| Winters - O&M | \$255,837 | (\$22,797) | \$234,873 | (\$20,964) |
| Winters - Debt Service | \$21,918 | | \$21,892 | (\$26) |
| Total | \$277,755 | (9%) | \$256,765 | (\$20,990) |
| Woodland - O&M | \$2,114,754 | (\$110,817) | \$2,113,984 | (\$770) |
| Woodland - Debt Service | \$96,726 | | \$96,610 | (\$116) |
| Total | \$2,211,480 | (5%) | \$2,210,594 | (\$886) |
| West Sac - O&M | \$2,030,934 | (\$74,812) | \$2,043,772 | \$12,838 |
| West Sac - Debt Service | \$55,274 | | \$55,208 | (\$66) |
| Total | \$2,086,208 | (4%) | \$2,098,980 | \$12,772 |
| Yolo County - O&M | \$1,445,046 | (\$151,358) | \$1,394,000 | (\$51,046) |
| Yolo County - Debt Service | \$143,365 | | \$143,194 | (\$171) |
| Total | \$1,588,411 | (10%) | \$1,537,194 | (\$51,217) |
| Yocha Dehe - O&M | \$63,310 | (\$8,216) | \$58,122 | (\$5,188) |
| Yocha Dehe - Debt Service | \$8,587 | | \$8,578 | (\$9) |
| Total | \$71,897 | (12%) | \$66,700 | (\$5,197) |

Agenda Item#7.b

FY21 CIP
5-Year Projection

| Project | Funding Type | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 |
|-----------------------------------|--------------|-----------|-----------|-----------|-------------|------------|
| Furniture | | | | | | |
| Dispatch Consoles | F | | \$85,000 | | | |
| Server Room | | | | | | |
| R720 Servers (2) | F | | | | \$35,000 | |
| Offsite SAN (Disaster Recovery) | F | | | | \$92,000 | |
| UPS | F | \$90,000 | | | | |
| Core Switches (6) | F | | | | | |
| Internet Firewalls | F | \$31,000 | | | | |
| Interagency Firewalls | F | \$9,000 | | | | |
| 911 Voice Logger (Server only) I | F | | \$52,000 | | | |
| 911 Voice Logger (Server only) II | F | | \$55,000 | | | |
| SAN | F | | | \$92,000 | | |
| R730 Servers (2) | F | | | \$36,000 | | |
| Radio/911 Equipment Room | | | | | | |
| Radio/Microwave Multiplexor | D | | | | | |
| Batteries for Radio Power Plant | D | \$33,000 | | | | |
| Dispatch 911 Phones (CPE) | D | | | | | |
| TSM 8000 Server - Microwave | D | | \$17,000 | | | |
| Zetron Toning System | D | | | | | |
| Radios | D | | | | | \$235,000 |
| Microwave Radios | D | | | | | |
| Channel Banks | D | | | | | |
| GPS Clocks | D | | | | | |
| Comparators | D | | | | | |
| Radio Sites | | | | | | |
| Batteries for Radio Power Plant | D | \$33,000 | | | | |
| Generator for Bald | D | | | | | |
| Radios | D | | | | | \$590,000 |
| Microwave Radios | D | | | | | |
| Channel Banks | D | | | | | |
| GPS Clocks | D | | | | | |
| HVAC | | | | | | |
| Building | | | | | | |
| Totals | | \$196,000 | \$209,000 | \$128,000 | \$127,000 | \$825,000 |
| Total per Funding Source | | \$106,000 | | | | |
| Member Agencies | | \$90,000 | \$209,000 | \$128,000 | \$127,000 | \$825,000 |
| Annual Sinking Fund | | \$0 | \$368,000 | \$368,000 | \$368,000 | \$368,000 |
| Annual Balance | | -\$90,000 | \$159,000 | \$240,000 | \$241,000 | -\$457,000 |
| Running Balance | | \$495,000 | \$654,000 | \$894,000 | \$1,135,000 | \$678,000 |

Agenda Item: 7. c FY21 Final Position Table

Authorized Position Resolution

as of
05/28/2020

| | | | Current | | | Final | |
|-------------------------|-----------------------------------|-----------|----------|---------------------|---------------------|---------------------------|------------------------|
| | | | FTE Auth | FTE Funded & Filled | FTE Funded & Vacant | Current FTE Auth & Funded | Proposed FTE Additions |
| <i>Active Positions</i> | | Effective | | | | | |
| 1 | Executive Director | 2015 | 1 | 1 | | 1 | 1 |
| 2 | HR/Fiscal Administrator | 2016 | 1 | 1 | | 1 | 1 |
| 3 | Sr. Administrative Specialist II | 2008 | 1 | 1 | | 1 | 1 |
| 4 | Operations Manager | 2008 | 1 | 1 | | 1 | 1 |
| 5 | Dispatch Supervisor | 1999 | 4 | 3 | 1 | 4 | 4 |
| 6 | 911/Public Safety Dispatcher I/II | 2015 | 26 | 24 | 2 | 26 | 26 |
| 7 | 911/Public Safety Dispatcher III | 2006 | 4 | 4 | | 4 | 4 |
| 8 | Dispatch Assistant | 2014 | 5 | 3 | 2 | 5 | 5 |
| 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 |
| Totals | | | 46 | 41 | 5 | 46 | 46 |

Note: Board’s direction to fill 3 vacant positions and float the remaining vacancies