

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD**

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

January 10, 2019

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 November 7, 2018, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update

6. Old Business – Info Only

- a. General discussion and current status update of YECA building

7. FY17/18 External Audit Presentation by Richardson & Company, CPA's – Info Only

- a. [FY17/18 Fiscal Audit Report – Attachment](#)

8. Yolo County Counsel Presentation by Hope Welton – *Voted Item 8.b

- a. Presentation covering the details of the Ralph M. Brown Act
- b. Adoption of amending YECA’s Conflict of Interest Code

9. FirstNet Presentation – Info only

- a. Kristi Mercado to provide a brief presentation on FirstNet the First Responder Network

10. Emerging Technology Allowing Users Access to CAD via Tablet Devices – Info Only

- a. Staff summary outlining the details of Tri-Tech CAD Tablet Licenses

11. Next Scheduled JPA Board Meeting TBD

12. Items for Future Agenda

13. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before January 4, 2019 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

**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
November 7, 2018
MINUTES**

The YECA Governing Board met on Wednesday, November 7, 2018 at the Yolo Emergency Communications Agency, 35, N Cottonwood Street, Woodland.

Chair Luis Soler called the meeting to order at 3:00 p.m.

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

ABSENT: Tom McDonald, City of West Sacramento

Entry No.2

Minute Order No. 2018-34: Public Comment

None

Entry No. 3

Minute Order No. 2018-35:

Announcements – Executive Director Dena Humphrey presented and shared the Northern CA APCO nominating Communications Dispatch Supervisor Dave Hetland.

- a. Dave Hetland received the 2018 Northern CA APCO “Communications Line Supervisor of the Year Award”

Comments: Board Members communicated their appreciation and congratulated Dave Hetland in a well deserve honor and thanked him for his service and dedication to the Agency.

Entry No. 4

Minute Order No. 2018-36; Approval of Agenda

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

Entry No. 5

Minute Order No. 2018-37; Approval of Consent Agenda

- a. Approval of the Minutes from the August 1, 2018, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. Administration Holiday Closure Schedule
- e. FY18 Surplus List of Items
- f. Quarterly Law & Fire Call Statistics Report

The Consent Agenda approved as presented.

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

Entry No. 6

Minute Order No. 2018-38; Old Business – Information Only –Executive Director Dena Humphrey presented General discussion and current status update of YECA building

Discussion: Board Member John Donlevy stated this project needs to be included in the 2020 Budget as a joint financing. It's time to move forward and make some progress in moving to a new site.

Dena advised next step is to consider infrastructure costs and will work on a Telecommunications study with an engineering firm. Will provide report back to either January 10th or February 6th Board Meeting.

Entry No. 7

Minute Order No. 2018-39; Law Call Priority Project List Review – Voted Item-Approved as outlined in Staff report 7a. Effective January 1, 2019.

Recommendation: To Review and Approve the Law Committee's Recommended Changes Provided

- a. Staff summary outlining a list of recommended priority changes
- b. Law Call Priority Matrix

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

Entry No. 8 Radio Project Update – Information Only – System Administrator Charles Keasler presented- Staff summary report outlining the details of various radio project updates

Entry No. 9

Minute Order No. 2018-40; Bylaws & Board Review Update – Information Only – Executive Director Dena Humphrey presented-

- a. Board summary providing an administrative review of Board duties
-Reviewed Bylaws with County Counsel only section needed to be updated is the “Conflict of Interest”. County Counsel will be providing a presentation in the upcoming Board Meeting to cover provisions of the “Brown Act.”

Entry No. 10

Minute Order No. 2018-41; Text-to-911 Project Update – Information Only – Operations Manager Leah Goodwin presented; *Press Release on December 3, 2018.*

Board summary detailing the status update for Text-to-911 implementation

Discussion: Chair Luis Soler requested Yolo PSAPs Press Release public notification to be released the same day for consistency.

-Board Member Tom Lopez made a test text to “911 Text” and stated the public would not know which Dispatch is responding to their emergency and requested a preformatted message be done to identify the Dispatch Agency.

Entry No. 11

Next Scheduled JPA Board Meeting- Due to Holidays December Board Meeting is cancelled. Next Board Meeting Thursday January 10, 2018 AT 2PM.

Entry No. 12 Items for Future Agenda

- a. FirstNet Presentation
- b. FY18 External Audit Presentation
- c. Yolo County Counsel Presentation

Entry No. 13 Adjournment

Meeting Adjourned 4:01pm.

Minutes submitted by: Eloise Austin, Recording Secretary

STAFF REPORT

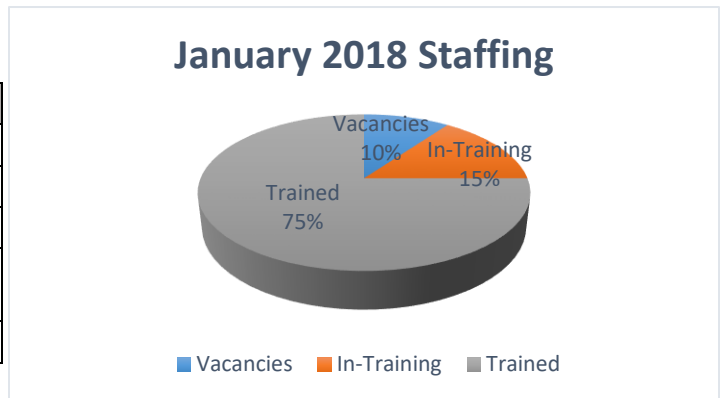
Agenda Item: 5.b

Date: January 10, 2019
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
From: Leah Goodwin, Operations Manager
Subject: October & November 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	Funded	Vacant
Supervisor	4	0
Dispatcher III	4	0
Dispatcher I/II	26	4
Dispatch Assistant	5	0
TOTAL	39	4



- a. Rachael Nakasu has completed training on Yolo County Sheriff/Winters Police console and is currently training on the West Sacramento Police console (2nd radio).
 - b. Sarah Roccaforte completed training on call taking and has begun training on the Woodland Police console (1st radio).
 - c. Bethany Eakin has completed training on call taking and has begun training on the Fire console (1st radio).
 - d. Morgan Boston has completed training on call taking and has begun training on the Yolo County Sheriff/Winters Police console (1st radio).
 - e. Connie Kenton has completed training on call taking and has begun training on the Woodland Police console (1st radio).
2. There are 3 applicants in the background phase of the selection process.
 3. The next in-house academy is scheduled to begin on February 10, 2019.

Statistical Information:

Monthly Phone Statistics:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD
9-1-1	3,979	3,778	4,298	4,153	4,598	4,810	5,140	4,741	4,351	4,658	4,184	48,690
7-Digit Emergency	614	590	653	799	841	956	990	958	918	1,062	820	9,201
AMR	97	75	101	112	79	110	124	73	90	67	61	989
West Sacramento	3,847	3,490	4,033	3,737	4,148	3,827	4,296	4,392	3,903	3,982	3,580	43,235
Winters	266	301	295	307	382	391	312	336	338	318	237	3,483
Woodland	4,612	4,291	4,837	4,545	4,865	4,954	5,327	5,470	4,892	4,689	4,463	52,945
Yolo	5,093	4,816	4,818	5,047	5,205	5,437	5,295	5,063	4,917	5,346	4,382	55,419
Outgoing	5,639	5,455	5,694	5,398	5,974	6,117	6,488	6,372	6,105	6,257	5,476	64,975
TOTAL	24,147	22,796	24,729	24,098	26,092	26,602	27,972	27,405	25,514	26,379	23,203	278,937

Monthly CAD Events:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD
West Sacramento												
TOTAL	5,915	5,344	5,690	5,592	5,850	6,032	6,265	6,051	5,554	5,826	5,198	63,317
Winters												
TOTAL	801	799	767	799	740	663	785	748	734	693	571	8,100
Woodland												
TOTAL	6,498	5,877	6,442	5,933	6,668	6,851	7,021	6,774	6,414	6,413	5,723	70,614
Yolo												
TOTAL	3,551	3,804	3,632	3,656	3,828	3,688	3,829	3,804	3,799	4,520	3,418	41,529
Yocha Dehe												
TOTAL	35	43	33	39	45	49	48	47	34	53	43	469
Arbuckle												
TOTAL	27	25	39	31	41	48	48	38	47	46	43	433
Outside Agency/non-geo validated												
TOTAL	43	85	12	61	44	64	82	61	84	65	61	662
UCD												
TOTAL							84	90	103	160	104	541
GRAND TOTAL	16,870	15,977	16,615	16,111	17,216	17,395	18,162	17,613	16,693	17,776	15,161	185,589

Fire CAD Events:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD
West Sacramento												
Fire	294	306	330	341	385	441	421	369	329	401	345	3,962
Medical	513	402	500	440	487	462	471	479	424	434	425	5,037
TOTAL	807	708	830	781	872	903	892	848	753	835	770	8,999
Winters												
Fire	51	78	53	76	50	54	49	35	47	52	36	581
Medical	27	13	39	35	32	31	31	24	22	25	30	309
TOTAL	78	91	92	111	82	85	80	59	69	77	66	890
Woodland												
Fire	322	350	339	346	443	400	446	442	403	367	407	4,265
Medical	422	324	390	343	374	370	443	381	325	315	353	4,040
TOTAL	744	674	729	689	817	770	889	823	728	682	760	8,305
Yolo												
Fire	350	880	649	660	661	478	361	295	453	677	245	5,709
Medical	77	75	116	68	77	77	75	75	62	92	63	857
TOTAL	427	955	765	728	738	555	436	370	515	769	308	6,566
Yocha Dehe												
Fire	4	14	9	12	17	19	18	18	11	19	14	155
Medical	31	29	24	27	28	30	30	29	23	34	29	314
TOTAL	35	43	33	39	45	49	48	47	34	53	43	469
Arbuckle												
Fire	13	12	20	16	26	35	31	30	24	25	22	254
Medical	14	13	19	15	15	13	17	8	23	21	21	179
TOTAL	27	25	39	31	41	48	48	38	47	46	43	433
UCD												
Fire							58	73	71	89	62	353
Medical							26	17	32	71	42	188
TOTAL							84	90	103	160	104	541
ALL												
Fire	1,034	1,640	1,400	1,451	1,582	1,427	1,384	1,262	1,338	1,630	1,131	15,279
Medical	1,084	856	1,088	928	1,030	983	1,093	1,013	911	992	963	10,941
TOTAL	2,118	2,496	2,488	2,379	2,612	2,410	2,477	2,275	2,249	2,622	2,094	26,220

CLETS Inquires>Returns:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD
Inquiries	37,154	33,930	32,686	32,134	33,637	36,052	37,803	38,456	35,750	37,786	32,092	387,480
Returns	60,046	54,836	52,825	51,933	54,362	58,265	61,095	62,150	57,777	61,067	51,865	626,222

Confidential Records Requests (Audio & CAD Print out):

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD
196	62	113	110	115	111	133	119	75	112	75	1,221

After-Hours Records Entries:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD
West Sacramento	337	325	307	288	296	269	346	358	340	351	324	3541
Winters	44	40	21	26	55	22	61	31	12	29	18	359
Woodland	496	303	395	356	356	535	456	406	491	481	436	4711
TOTAL	877	668	723	670	707	826	863	795	843	861	778	8,611

Projects:

1. Text to 9-1-1
 - a. Public Notification 12/3/2019; no increase in volume
2. EMD-QA
 - a. Updated software for reviews
 - b. Annual protocol training for all dispatch staff
3. Policy Manual Revisions/Re-format – FIRE Manual
4. Records After-Hours Responsibilities Group
5. Recruitment
 - a. Next academy scheduled for February 10, 2018
 - b. 3 applicants in the background phase of selection process
6. 2018 In-Service Training Plan
 - a. 2018 “Post” Fire Season Training
 - b. EMD Protocol Training, scheduled Feb 2019
 - c. 2018 Post-Fire season completed
 - d. EMD software upgrade installed, training complete
7. Radio Procedures Training
 - a. WSP training completed
 - b. WPD needs to be scheduled
8. Year-End CFS

Agenda Item: 5.c

YECA BUDGET MANAGEMENT SUMMARY

2018 / 2019 As of 11/30/18

	8% JUL-18	17% AUG-18	25% SEPT-18	33% OCT-18	42% NOV-18	50% DEC-18	58% JAN-19	67% FEB-19	75% MAR-19	83% APR-19	92% MAY-19	100% JUN-19
360 3601-8350 ADMINISTRATION												
Appropriations	\$ 2,196,047	\$ 2,196,047	\$ 2,196,047	\$ 2,196,047	\$ 2,196,047	\$ 2,196,047	\$ 2,196,047	\$ 2,196,047	\$ 2,196,047	\$ 2,196,047	\$ 2,196,047	\$ 2,196,047
Expenditures	\$ 129,426	\$ 201,940	\$ 382,621	\$ 491,278	\$ 884,171	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	6%	9%	17%	22%	40%	0%	0%	0%	0%	0%	0%	0%
360 3602-8351 OPERATIONS - DISPATCH												
Appropriations	\$ 4,267,127	\$ 4,267,127	\$ 4,267,127	\$ 4,267,127	\$ 4,267,127	\$ 4,267,127	\$ 4,267,127	\$ 4,267,127	\$ 4,267,127	\$ 4,267,127	\$ 4,267,127	\$ 4,267,127
Expenditures	\$ 409,300	\$ 547,101	\$ 1,257,513	\$ 1,371,871	\$ 1,843,301	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	10%	13%	29%	32%	43%	0%	0%	0%	0%	0%	0%	0%
360 3601-8356 INFORMATION TECHNOLOGY												
Appropriations	\$ 149,000	\$ 149,000	\$ 149,000	\$ 149,000	\$ 149,000	\$ 149,000	\$ 149,000	\$ 149,000	\$ 149,000	\$ 149,000	\$ 149,000	\$ 149,000
Expenditures	\$ -	\$ 1,997	\$ 63,224	\$ 73,236	\$ 33,944	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	0%	1%	42%	49%	23%	0%	0%	0%	0%	0%	0%	0%
TOTAL for all budget units - B/U 360-1 Administration; 360-2 Operations Dispatch; 3601-8356-Information Technology												
Appropriations	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174
Expenditures	\$ 538,725	\$ 749,041	\$ 1,640,134	\$ 1,863,149	\$ 2,727,472	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 6,073,449	\$ 5,863,133	\$ 4,972,040	\$ 4,749,025	\$ 3,884,702	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174
Percent Expended	8%	11%	25%	28%	41%	0%	0%	0%	0%	0%	0%	0%
Estimated Revenue	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174
Realized Revenue	\$ -	\$ 787,703	\$ 2,900,079	\$ 2,910,222	\$ 4,286,934	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Revenue	\$ 6,612,174	\$ 5,824,471	\$ 3,712,095	\$ 3,701,952	\$ 2,325,240	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174
Percent Realized	0%	12%	44%	44%	65%	0%	0%	0%	0%	0%	0%	0%

Agenda Item: 8.b

RESOLUTION NO. 19-0110-08B

RESOLUTION OF THE BOARD OF DIRECTORS OF THE YOLO EMERGENCY COMMUNICATIONS AGENCY AMENDING THE YOLO EMERGENCY COMMUNICATIONS AGENCY CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code §§81000 et seq., requires that conforming amendments be made to conflict of interest codes adopted and promulgated pursuant to its provisions; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 California Administrative Code §18730, which contains the terms of a model conflict of interest code that can be incorporated by reference, and which the Fair Political Practices Commission periodically amends to conform to amendments to the Political Reform Act; and

WHEREAS, the Governing Board previously adopted Resolution No. 89-001 incorporating the Fair Political Practices Commission's model conflict of interest code; and

WHEREAS, the Yolo Emergency Communications Agency (YECA) is required to review the Code as amended on a periodic basis as required by the Fair Political Practices Act; and

WHEREAS, this Board now desires to restate the provisions of the YECA's Conflict of Interest Code, particularly to make changes necessitated by changed circumstances such as the creation or abolition of positions and reassignments of duties.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Yolo Emergency Communications Agency as follows:

1. The Yolo Emergency Communications Agency adopts and incorporates by reference the provisions of Section 18730 of Title 2 of the California Code of Regulations and any amendments to it that may be duly adopted by the Fair Political Practices Commission.

2. The standard conflict of interest code, together with the Appendix of Designated Position Classifications (Appendix A) and the Appendix of Disclosure Categories (Appendix B), shall constitute the conflict of interest code of the Yolo Emergency Communications Agency.

3. Persons holding designated positions who are brought under the coverage of the Conflict of Interest Code of the Yolo Emergency Communications Agency shall file an annual statement of economic interests with the Executive

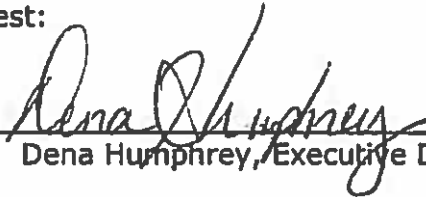
4. All previously adopted resolutions establishing a conflict of interest code for the Yolo Emergency Communications Agency are hereby rescinded.

PASSED AND ADOPTED by the Board of Directors of the Yolo Emergency Communications Agency, County of Yolo, State of California, this 10h day of January, 2019, by the following vote:

AYES: LOPEZ, FREDERICKSEN, SOLER, McDONALD
NOES:
ABSENT: DONLEVY
ABSTENTION:


Luis Soler, JPA Chairperson

Attest:

By: 
Dena Humphrey, Executive Director

Appendix of Designated Position Classifications (Appendix A)

The position listed below are designated positions and the individual occupying each position is deemed to make, or participate in the making of, decisions which may have a material effect on a financial interest of that individual. The individuals occupying the designated positions shall disclose their economic interests in accordance with the Appendix of Disclosure Categories (Appendix B).

Designated Position

Board Members
Executive Director
Consultant*

*Disclosure by Consultant shall be subject to the following limitation: The Executive Director may determine in writing that a particular Consultant, although a "designated position" is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this Section. Such written determination shall include a description of the Consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Appendix of Disclosure Categories (Appendix B)

All positions listed in the Appendix of Designated Position Classifications (Appendix A) shall disclose:

1. Investments in any business entity, income from any source, and management positions in any business entity of the type which within the last two (2) years has contracted with any of the parties to the Yolo Emergency Communications Agency, or the Yolo Emergency Communications Agency itself, to provide services, supplies, materials, machinery, or equipment.
2. Investments in, income from, and management positions in any business entity of the type which engages in the manufacture, sale, repair, rental, or distribution of supplies, materials, machinery, or equipment of the type used by the Yolo Emergency Communications Agency.
3. Interests in real property located in whole or in part within the jurisdiction of the Yolo Emergency Communications Agency or within two miles of the jurisdiction of the Yolo Emergency Communications Agency, including any leasehold, beneficial, or ownership interest or option to acquire such interest in real property.

STAFF REPORT

Agenda Item: 10.a

Date: January 3, 2019
To: YECA Governing Board
Thru: Dena Humphrey, Agency Manager
From: Billy Keen, IT Manager
Subject: Central Square Field Ops Mobile Application

Recommendation: No Action Required; Information Only

Summary:

In April of 2016, a staff report was brought to the board regarding TriTech's Inform ME iPad application. Initial implementation costs for a 1-40 license block were over 30k, with an annual recurring cost of over 5k. Upon review and discussion, the JPA Board Members decided not to approve the implementation due to fiscal impact and the uncertainty that the application would provide significant benefit.

YECA has received continued interest for smartphone and tablet mobile solutions from personnel within Woodland PD, Woodland Fire, UC Davis Fire, Yocha Dehe Fire, and multiple rural fire districts.

Central Square, formally TriTech Software Systems, has since acquired Zuercher Technologies, who created an application named Field Ops for tablets & smartphones. This application is now integrated with TriTech's CAD Systems and is now available for a fraction of the original cost. Annual subscription licenses per user is \$120, with an initial implementation cost of \$1,400.

Field Ops 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 have a mobile device in their vehicle.

Primary features for devices 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