

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD
September 1, 2021
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

- a) Vanesa Hoyt Promotion to Operations Supervisor & Achievement of Her Emergency Number Professional (ENP) Certificate
- b) Dispatch Supervisor Promotion Chris Brewer
- c) Dave Hetland Achievement of His Intermediate and Advanced POST Certificates
- d) Amanda Garrison “Life Save” Commendation

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 June 2, 2021, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 2021 2nd Quarter – Dispatch to Queue
- e. FY21 Destruction of Records Request

6. Old Business

- a. YECA Building Remodel
- b. Records Management System Update & Central Square Agreement Details
- c. Robbins Fire District Update
- d. ALERTWildfire Camera Program Status

7. Regional Radio Needs Assessment Presentation from CSI Telecommunications, Craig Trygstad, Principal Engineer *Info Only

- a. Radio Needs Assessment Report

8. Closed Session

Conference with Labor Negotiator (CG54957.6)

Agency Representative: Gregory Ramirez

Employee Organization: Yolo Communications Dispatchers Association (YCDA)

9. Records Management QI System Server Housed at YECA – Voted Item

- a. Staff Summary Board Letter Detailing Project Scope

10. YECA Chair & Co-Chair Assignment – Voted Item

- a. Election for Chair & Co-Chair assignment for FY22

11. Next Scheduled JPA Board Meeting Date TBD

12. Items for Future Meeting Agenda

13. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before August 27, 2021 on the bulletin board outside of the Yolo County, Erwin Meier Administration Center, 625 Court St., Woodland, California and on the agency website:



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/784256097223>, Meeting ID: 842 5609 7223 or by phone at (669) 900-6833 Meeting ID: 842 5609 7223.
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.

**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)
GOVERNING BOARD
June 2, 2021
11:00 A.M. Public Session
Minutes**

The YECA Governing Board met on Wednesday June 2nd, 2021 at the Woodland Police Department 1000 Lincoln Ave – Community Room, Woodland. Chair Derrek Kaff called the meeting to order at 11:09 a.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:

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PRESENT: Primary Board Members: Derrek Kaff, City of Woodland, Dena Humphrey, YECA Executive Director

Joined via ZOOM: Tom Lopez, Yolo County, Rebecca Ramirez, Yocha Dehe Wintun Nation, John Miller, City of Winters

Absent: Steve Binns, City of West Sacramento

Entry No.2

Minute Order No. 2021-40

Approval of the Agenda - Approved as presented

MOTION: Miller SECOND: Ramirez AYES: Kaff, Lopez, Ramirez, Miller Absent: Binns

Entry No. 3

Announcements – Dena has an announcement

- a. Leah Goodwin promoted to position of Deputy Director effective June 7th, 2021.

Entry No. 4

Public Comment – None

Entry No. 5

Minute Order No. 2021-41; Approval of Consent Agenda - Approved

- a. Approval of the Minutes from the May 5, 2021 Regular Meeting and May 12, 2021 Special Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. Resolution for Employment Risk Management Authority
- e. T-Mobile Lease Amendment

MOTION: Lopez SECOND: Miller AYES: Kaff, Lopez, Ramirez, Miller Absent: Binns

Entry No. 6

Old Business

- a. Records Management System Update- Member Agencies are in favor of switching to a Single Tenant Solution. Implementation costs would be \$5,300 with an ongoing annual cost of approximately \$2,300. Chair Kaff advised that we add this item to the August 4th agenda as a voted item.
- b. ALERTWildfire Camera Program Status- Dena advised the agency is working with Digital Path on the microwave system tower once MOU is in place implementation would take approximately 2-3 weeks.
- c. Robbins Fire District a meeting is scheduled with Sutter County

Entry No. 7

Regional Radio Needs Assessment Presentation from CSI Telecommunications, Craig Trygstad, Principal Engineer- Info Only

- a. Radio Needs Assessment Report – Chair Kaff advised this item be moved to the August 4th board meeting.

Entry No. 8

Closed Session- Out of Session: 11:21a.m.

- a. Public Employee Performance Evaluation (GC54957) Position Title: Executive Director
Back in session: 11:28a.m.

Entry No. 9

Next Scheduled JPA Board Meeting Date August 4th, 2021

Entry No.10

Items for Future Agenda

- a. Regional Radio Needs Assessment Report
- b. Records Management System Update- Single Tenant Option- ***Voted Item***

**Entry No. 11 Meeting Adjourned at 11:30 a.m.
Minutes submitted by Tianna Dumas**

STAFF REPORT

Agenda Item: 5.b

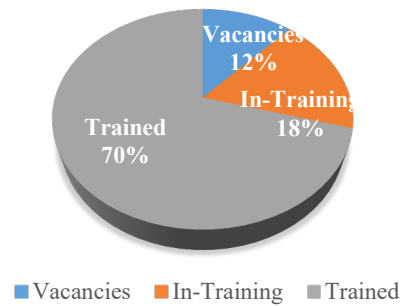
Date: September 1, 2021
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
From: Leah Goodwin, Deputy Director
Subject: May - July 2021 Combined Operations Division Report
Recommendation: No action required; information only.
Summary: Operations staff is currently engaged in the following:

Staffing:

1. Out of 39 funded operations positions:

Classification	Filled	Funded	Vacant
Supervisor	4	4	0
Operations Supervisor	1	1	0
Dispatcher III	2	4	2
Dispatcher I/II	24	26	2
Dispatch Assistant	4	4	0
TOTAL	35	39	4

September 2021 Staffing



- a. Bailey Clemons has completed training on the YSO/WNP radio (1st console) and is in the final stages of training on the WSP radio (2nd console).
 - b. Naiya Johnson has completed training on the WDP radio (4th and final console) and will be eligible for promotion to Dispatcher II in October.
 - c. Brittany Bray has completed training on the Fire (2nd console) and WDP radio (3rd console). She has also begun training on the YSO/WNP radio (4th and final console).
 - d. Gabriel Hernandez has begun training on the WDP radio (1st console).
 - e. Nikole Patterson has completed training on the Fire radio (1st console), and is scheduled to begin training on the WSP radio on September 19, 2021.
 - f. Cody Wooten has completed the call taking phase of training and has begun training on the Fire radio (1st console).
 - g. New staff: Davis Ellis and Brittney White-Shaw have completed their in-house academy and will begin Emergency Medical Certification and on the console training in the call taking phase in September.
2. We have lost one staff members have left to pursue an opportunity with another dispatch agency, two others have resigned.
 3. Recruitment is open for an anticipated academy in December 2021.

4. Promotions:

- Vanesa Hoyt, Operations Supervisor
- Chris Brewer, Dispatch Supervisor

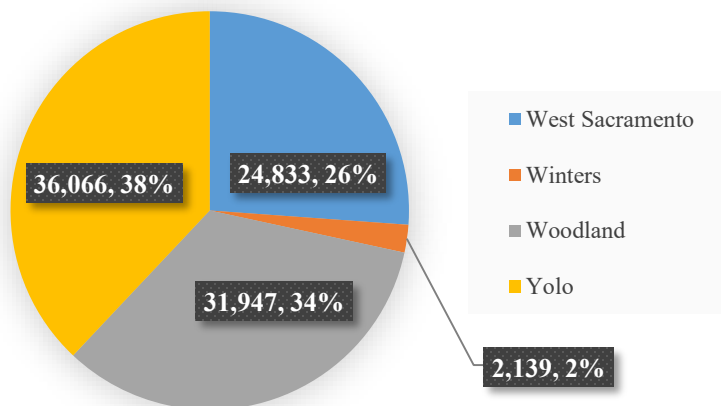
5. Dispatcher III internal recruitment in progress to fill the existing two (2) vacancies.

Statistical Information:

Monthly Phone Statistics:

	Jan	Feb	Mar	Apr	May	Jun	Jul	YTD
9-1-1	4,766	4,019	4,594	5,149	5,561	5,635	5,751	35,475
7-Digit Emergency	960	768	835	872	1,105	1,121	1,052	6,713
AMR	124	118	159	146	152	153	168	1,020
West Sacramento	3,772	3,412	3,536	3,657	3,440	3,496	3,520	24,833
Winters	298	286	327	317	299	302	310	2,139
Woodland	4,397	4,222	4,423	4,502	4,433	4,963	5,007	31,947
Yolo	4,979	4,609	5,212	4,943	5,508	5,413	5,402	36,066
Outgoing	5,453	4,936	5,658	5,559	6,404	5,979	6,133	40,122
TOTAL	24,749	22,370	24,744	25,145	26,902	27,062	27,343	178,315

**2021 YTD
Incoming Non-Emergency
Lines**

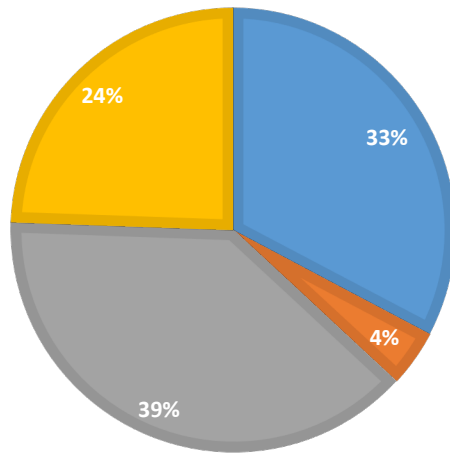


Monthly CAD Events:

	Jan	Feb	Mar	Apr	May	Jun	Jul	YTD
West Sacramento								
TOTAL	5,671	5,799	5,272	5,688	5,994	5,826	6,132	40,382
Winters								
TOTAL	620	591	737	752	738	808	848	5,094
Woodland								
TOTAL	6,664	6,254	6,487	6,995	7,150	7,209	6,967	47,726
Yolo								
TOTAL	3,285	3,290	4,061	3,978	4,350	3,926	4,098	30,147
Yocha Dehe								
TOTAL	36	28	37	36	39	36	38	250
Arbuckle								
TOTAL	43	36	32	33	51	61	43	299
Outside Agency/non-geo validated								
TOTAL	153	133	189	97	135	128	116	951
UCD								
TOTAL	103	87	89	93	143	112	106	733
ND TOTAL	16,575	16,218	16,904	17,672	18,600	18,106	18,348	125,582

2021 YTD CAD Events

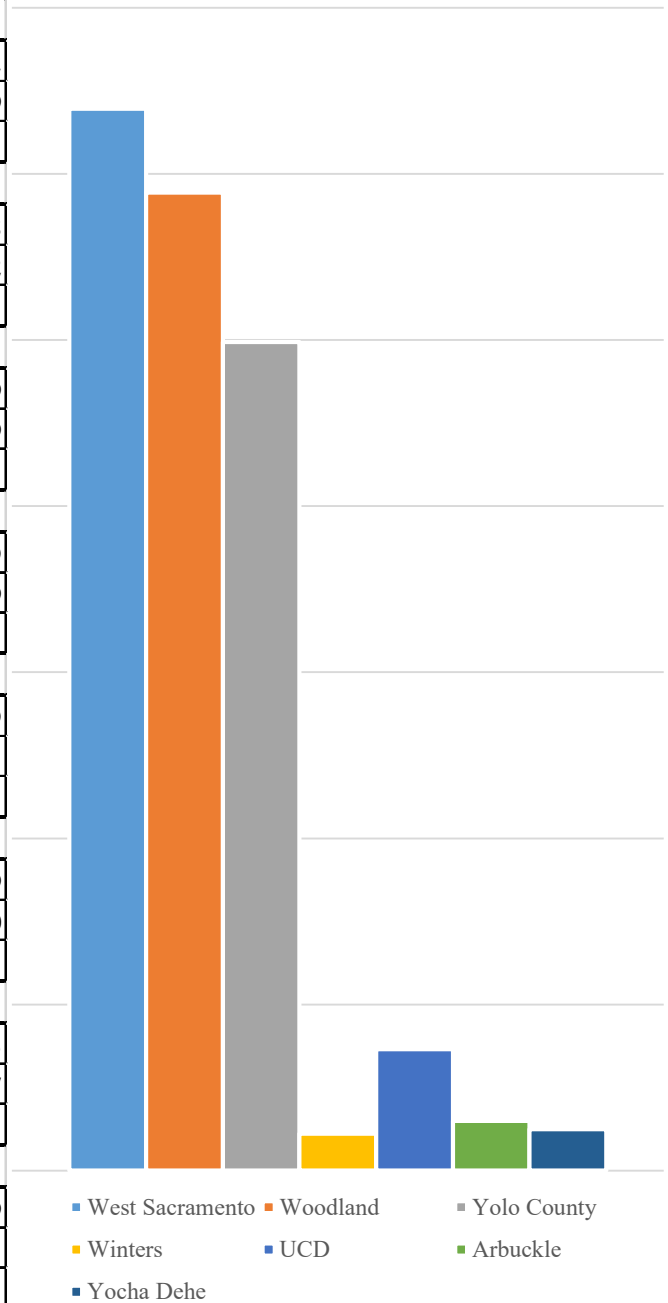
■ West Sacramento ■ Winters ■ Woodland ■ Yolo



Fire CAD Events:

	Jan	Feb	Mar	Apr	May	Jun	Jul	YTD
West Sacramento								
Fire	412	282	383	349	513	405	428	2,772
Medical	521	423	495	517	591	511	561	3,619
TOTAL	933	705	878	866	1,104	916	989	6,391
Winters								
Fire	76	67	73	50	55	61	46	428
Medical	38	21	33	28	35	34	33	222
TOTAL	114	88	106	78	90	95	79	650
Woodland								
Fire	452	364	382	415	376	395	415	2,799
Medical	470	376	436	440	451	445	471	3,089
TOTAL	922	740	818	855	827	840	886	5,888
Yolo								
Fire	751	834	912	654	384	403	361	4,299
Medical	93	83	104	94	124	86	105	689
TOTAL	844	917	1,016	748	508	489	466	4,988
Yocha Dehe								
Fire	17	16	14	12	23	9	8	99
Medical	19	12	23	24	16	27	30	151
TOTAL	36	28	37	36	39	36	38	250
Arbuckle								
Fire	22	16	16	17	37	30	31	169
Medical	21	20	16	16	14	31	12	130
TOTAL	43	36	32	33	51	61	43	299
UCD								
Fire	77	65	72	73	117	92	87	583
Medical	23	22	17	20	26	20	19	147
TOTAL	100	87	89	93	143	112	106	730
ALL								
Fire	1,807	1,644	1,857	1,570	1,505	1,395	1,376	11,149
Medical	1,180	952	1,119	1,138	1,257	1,154	1,231	8,031
TOTAL	1,180	2,596	2,976	2,708	2,762	2,549	2,607	19,180

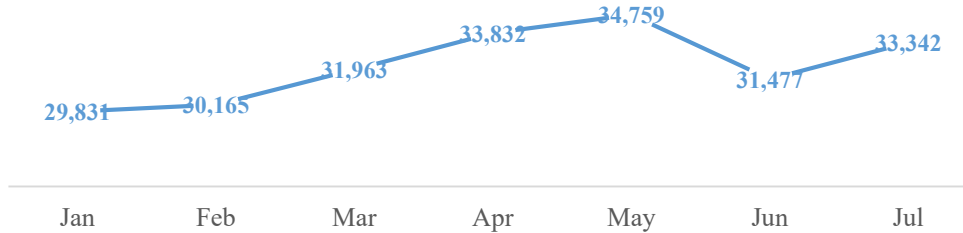
2021 Fire Events



CLETS Inquiries/Returns:

	Jan	Feb	Mar	Apr	May	Jun	Jul	YTD
Inquiries	29,831	30,165	31,963	33,832	34,759	31,477	33,342	225,369
Returns	48,211	48,751	51,657	54,677	56,175	50,871	53,885	364,228

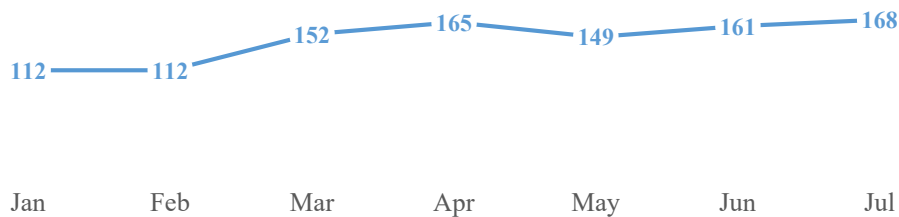
2021 YTD CLETS INQUIRIES



Confidential Records Requests (Audio & CAD Print out):

Jan	Feb	Mar	Apr	May	Jun	Jul	YTD
112	112	152	165	149	161	168	1,019

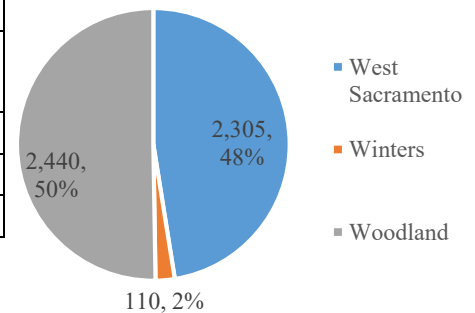
2021 RECORDING REQUESTS



After-Hours Records Entries:

	Jan	Feb	Mar	Apr	May	Jun	Jul	YTD
West Sacramento	403	295	383	337	298	284	305	2305
Winters	19	8	21	17	17	16	12	110
Woodland	303	400	457	263	382	252	383	2440
TOTAL	725	703	861	617	697	552	700	4,855

2021 YTD Records Entries



Text to 9-1-1:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Total YTD
TOTAL	<u>16</u>	<u>29</u>	<u>32</u>	<u>28</u>	<u>16</u>	<u>27</u>	<u>30</u>	178

IROC:

Fire resource ordering support

	Jan	Feb	Mar	Apr	May	Jun	Jul	YTD
IROC		16	5	12	2	4	10	49

PSAP Answering Times:

90% off all 9-1-1 calls shall be answered within 15 seconds, 95% of all 9-1-1 calls should be answered within 20 seconds.

Month & Busiest Hour	<u>Jan</u> (1700)	<u>Feb</u> (1600)	<u>Mar</u> (1500)	<u>Apr</u> (1700)	<u>May</u> (1400)	<u>Jun</u> (1200)	<u>Jul</u> (2100)	YTD AVERAGE
0-10 seconds	89.09%	92.22%	85.57%	86.49%	93.90%	93.53%	88.86%	89.95%
0-15 seconds	97.45%	97.28%	94.85%	95.50%	98.48%	98.20%	96.02%	96.83%
0-20 seconds	98.91%	98.44%	96.22%	98.80%	99.70%	100.00%	98.94%	98.72%

Projects:

1. Leadership Development Training
 - a. Operations Supervisor Hoyt preliminary introduction to tasks (transitions to off the floor responsibilities February 2022)
 - b. Dispatch Supervisor Brewer training and development
2. EMD-QA – Ops Supervisor Hoyt continues to complete reviews during pandemic due to YEMSA unavailability.
3. Policy Manual Revisions
4. Disaster Recovery Plan
 - a. Cases completed, initial phase of staff training completed
 - b. Cases being used in tactical call outs and training
5. Recruitment – in progress
6. Succession Planning
7. 2022 In-Service Training Plan
8. CalOES GIS Pilot Project
9. Next Gen 9-1-1 Equipment Installations
 - a. YECA is in Phase 5, Region Provider 1 & 2 Installed and Configured 4/29/2021
 - b. CPE Software Upgrade completed 4/13/2021
 - c. Need Integration and Validation completed
10. CPE Replacement Planning (pending upgrade to Next Gen)

Agenda Item: 5.c

YECA BUDGET MANAGEMENT SUMMARY

2020 / 2021 As of 06/30/2021

	8% JUL-20	17% AUG-20	25% SEPT-20	33% OCT-20	42% NOV-20	50% DEC-20	58% JAN-21	67% FEB-21	75% MAR-21	83% APR-21	92% MAY-21	100% JUN-21
360 3601-8350 ADMINISTRATION												
Appropriations	\$ 1,899,278	\$ 1,899,278	\$ 1,899,278	\$ 1,899,278	\$ 1,899,278	\$ 1,899,278	\$ 1,899,278	\$ 1,899,278	\$ 1,899,278	\$ 1,899,278	\$ 1,854,278	\$ 1,899,278
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 96,692	\$ 159,362	\$ 305,569	\$ 351,056	\$ 713,040	\$ 751,246	\$ 823,470	\$ 924,639	\$ 1,052,931	\$ 1,142,361	\$ 1,352,066	\$ 1,493,189
Unencumbered	\$ 1,802,586	\$ 1,739,916	\$ 1,593,709	\$ 1,548,222	\$ 1,186,238	\$ 1,339,224	\$ 1,075,808	\$ 974,639	\$ 846,347	\$ 756,917	\$ 502,212	\$ 406,089
Percent Expended	5%	8%	16%	18%	38%	40%	43%	49%	55%	60%	73%	79%
360 3602-8351 OPERATIONS - DISPATCH												
Appropriations	\$ 4,275,668	\$ 4,275,668	\$ 4,275,668	\$ 4,275,668	\$ 4,275,668	\$ 4,275,668	\$ 4,275,668	\$ 4,275,668	\$ 4,275,668	\$ 4,275,668	\$ 4,245,668	\$ 4,275,668
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 361,308	\$ 598,771	\$ 1,057,943	\$ 1,245,250	\$ 1,638,950	\$ 1,881,630	\$ 2,111,185	\$ 2,377,171	\$ 2,761,034	\$ 3,049,092	\$ 3,465,922	\$ 3,750,382
Unencumbered	\$ 3,914,360	\$ 3,676,897	\$ 3,217,725	\$ 3,030,418	\$ 2,636,718	\$ 2,394,038	\$ 2,164,483	\$ 1,898,497	\$ 1,514,634	\$ 1,226,576	\$ 779,746	\$ 525,286
Percent Expended	8%	14%	25%	29%	38%	44%	49%	56%	65%	71%	82%	88%
360 3601-8356 INFORMATION TECHNOLOGY												
Appropriations	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 736,300	\$ 661,300
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 53,708	\$ 136,056	\$ 175,536	\$ 423,919	\$ 443,043	\$ 479,803	\$ 521,096	\$ 542,219	\$ 646,983	\$ 661,659	\$ 713,756	\$ 810,724
Unencumbered	\$ -	\$ 525,244	\$ 485,764	\$ 237,381	\$ 218,257	\$ 181,497	\$ 140,204	\$ 119,081	\$ 14,317	\$ (359)	\$ 22,544	\$ (149,424)
Percent Expended	8%	21%	27%	64%	67%	73%	79%	82%	98%	100%	97%	123%
TOTAL for all budget units - B/U 30- Administration; 40- Operations Dispatch; 50-Information Technology												
Appropriations	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 511,708	\$ 894,189	\$ 1,539,048	\$ 2,020,225	\$ 2,795,033	\$ 3,112,679	\$ 3,455,751	\$ 3,844,028	\$ 4,460,949	\$ 4,853,112	\$ 5,531,744	\$ 6,054,295
Unencumbered	\$ 6,324,538	\$ 5,942,057	\$ 5,297,198	\$ 4,816,021	\$ 4,041,213	\$ 3,723,567	\$ 3,380,495	\$ 2,992,218	\$ 2,375,297	\$ 1,983,134	\$ 1,304,502	\$ 781,951
Percent Expended	7%	13%	23%	30%	41%	46%	51%	56%	65%	71%	81%	89%
Estimated Revenue	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246
Realized Revenue	\$ 300,000	\$ 2,677,946	\$ 4,362,273	\$ 4,437,257	\$ 4,966,996	\$ 5,529,575	\$ 5,529,575	\$ 5,529,575	\$ 6,626,998	\$ 6,649,043	\$ 6,619,966	\$ 6,836,246
Unrealized Revenue	\$ 6,536,246	\$ 4,158,300	\$ 2,473,973	\$ 2,398,989	\$ 1,869,250	\$ 1,306,671	\$ 1,306,671	\$ 1,306,671	\$ 209,248	\$ 187,203	\$ 216,280	\$ -
Percent Realized	4%	39%	64%	65%	73%	81%	81%	81%	97%	97%	97%	100%



Quarter 2, 2021 Fire Call Statistics

Call Processing Time - All Fire Calls

Average Seconds from First Keystroke to Pending Queue Entry												
PRIORITY	WDL		WNF		WSF		YDF		County		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
Code 2	43	666	47	37	45	661	34	11	58	217	46	1,592
Code 3	58	1,531	70	153	57	2,025	43	91	62	918	58	4,718

Queue Entry to First Unit Dispatched - All Fire Calls

Average Seconds from Pending Queue Entry to First Unit Dispatched												
PRIORITY	WDL		WNF		WSF		YDF		County		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
Code 2	19	666	24	37	26	661	66	11	31	217	24	1,592
Code 3	21	1,531	27	153	23	2,025	20	91	29	918	24	4,718

Call Processing Time - Fire and Medical

Average Seconds from First Keystroke to Pending Queue Entry													
Call Type	PRIORITY	WDL		WNF		WSF		YDF		County		Total	
		Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
Fire Call Types	Code 2	31	291	50	8	33	214	38	6	54	140	37	659
	Code 3	54	408	72	74	57	622	52	25	61	533	58	1,662
Medical Aid Call Types	Code 2	51	376	46	29	51	446	30	4	66	77	52	932
	Code 3	59	1,125	69	80	57	1,407	39	66	64	388	59	3,066

Queue Entry to First Unit Dispatched - Fire and Medical

Average Seconds from Pending Queue Entry to First Unit Dispatched													
Call Type	PRIORITY	WDL		WNF		WSF		YDF		County		Total	
		Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
Fire Call Types	Code 2	20	291	38	8	33	214	35	6	35	140	28	659
	Code 3	23	408	32	74	27	622	21	25	29	533	27	1,662
Medical Aid Call Types	Code 2	18	376	20	29	21	446	21	4	24	77	20	932
	Code 3	19	1,125	23	80	21	1,407	20	66	24	388	21	3,066



Quarter 2, 2021 Law Call Statistics

Call Processing Time - All Calls

Average Seconds from First Keystroke to Pending Queue Entry										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	86	198	119	9	84	321	80	178	84	706
2	123	1,749	122	116	123	1,777	109	505	121	4,147

Queue Entry to First Unit Dispatched - Units Available

Average Seconds from Pending Queue Entry to First Unit Dispatched										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	78	169	293	9	75	296	64	178	76	652
2	198	1,452	110	113	218	1,548	110	487	192	3,600

Queue Entry to Law Supervisor Notified - No Units Available

Average Seconds from Pending Queue Entry to the Law Supervisor Notification of No Units Available										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	306	29	0	-	265	25	0	-	287	54
2	294	297	390	3	322	229	299	18	306	547

Queue Entry to First Unit Dispatched After Law Supervisor Notification - No Units Available

Average Seconds from Pending Queue Entry to First Unit Dispatched after Law Supervisor Notification has Occurred										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	698	29	0	-	708	25	0	-	702	54
2	1044	297	364	3	1021	229	540	18	1014	547

Queue Entry to First Unit Dispatched - All Calls - Including Available and Unavailable Units

Average Seconds from Pending Queue Entry to First Unit Dispatched										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	169	198	293	9	124	321	64	178	124	706
2	342	1,749	120	116	321	1,777	125	505	300	4,147

STAFF REPORT

Agenda Item: 5.e

Date: September 1, 2021

To: YECA Governing Board

From: Dena Humphrey, Communications Manager

Subject: Destruction of Agency Records Request

Pursuant to Section 34090 of the California Government Code and as specified in the California Local Government Records Retention Guidelines, rev. February 2006 the agency is requesting Board approval to for the destruction of official records. The items listed below include personnel (job applications, disqualified applicant backgrounds, archived personnel files), accounts payable/receivable, and employee time sheets.

These documents and records no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not to my knowledge required to be kept further by a statute, are not the sole copy of minutes or resolutions of the JPA Board, and are no longer required by the Agency.

The Agency is requesting the Board to approve disposal of the following records:

Financial:

- FY 13/14 Deposit Permits
- FY 12/13 Journal Entries, Invoices, Calcard, Revenue AR
- FY 11/12 Deposit Permits, Invoices, Claims
- FY 09/10 Claims, CalCard, Reports Invoices, Quarterlies, Deposit Permits
- FY 10/11 Invoices, Deposits
- FY 08/09 Deposit Permits
- FY 07/08 - 11/12 Timesheets
- FY 04/05 Invoices

Personnel:

- Applications + Interviews 2014, 2015, 2016, 2017, 2018
- Executive Director Recruitment 2012
- Operations Manager recruitment 2015-2016

YOLO EMERGENCY COMMUNICATIONS AGENCY STAKEHOLDER SURVEY AND DISCUSSION

Prepared by:

Craig Trygstad PE

Principal Engineer

CSI Telecommunications, Inc.

April 29, 2021

Background

The Yolo Emergency Communications Agency (YECA) requested that CSI review the current Capital Improvement Plan, including any possible system upgrades which may be needed. Specifically, potential upgrades to address the California Department of Justice's memo requiring secure communication of any CJIS information transmitted over the air. Many local agencies are encrypting their voice communications to meet the DOJ's requirement to mitigate any increased operational difficulties to communicate this information. Also, the movement of the City of Davis and UC Davis to the Sacramento Regional Communications System (SRRCS), has sparked discussion of YECA member agencies in addition to West Sacramento moving to that system as well. These events, in conjunction of the agencies within Solano County effort to create its own regional system and Napa County moving to Project25 (P25), have created a decision point for YECA to choose how it will move forward as well. The intent of this report is to show YECA what options are open to them, the advantages and disadvantages of each, and a Rough Order of Magnitude (ROM) estimate of these options.

Data for this report was gathered via a survey and subsequent discussions with member and nearby agencies, including Yolo Sheriff, Woodland Police, Winters Police, West Sacramento Police, Yolo District Attorney's Office, Yolo County Probation, Davis Police, Yolo Public Works, Woodland Fire, West Sacramento Fire, Winters Fire, UC Davis Fire, Yocha Dehe Fire, Clarksburg Fire, West Plainfield Fire, and YECA staff. After an initial survey was completed, the results were discussed in two breakout meetings with Law Enforcement and with Fire and Public Works. A final discussion was held with all participants to review the conclusions drawn from the survey and two initial discussions. The material in this report are the results of that final discussion.

Current System

YECA agency members' are dispatched either via the SRRCS (West Sacramento) or a set of VHF simulcasted and non-simulcasted analog channels. The SRRCS has recently migrated to Project25. The VHF analog channels utilize Tait 8100 stations. The sites used vary from channel to channel with a few exceptions yielding different coverage footprints for each channel.

The surveys and discussions reported that there are coverage issues with the VHF channels and vary depending on the channel. Preliminary analysis points to two factors creating this variability: different sites being used and the ad-hoc nature of the initial and subsequent simulcast optimization efforts. The overall coverage issues can also be attributed to areas shielded by terrain in the northern part of the county as well as simulcast interference in the Sacramento Valley portion of the county. The Tait 8100 stations are scheduled to be out of production at the end of 2021 which means that they will continue to be supported for service and repairs until the 2028 (assuming Tait follows the 7-year guideline originally established in APCO-16A). The multiplexer supporting the links to these sites has been recently replaced and is capable of support analog and/or P25 channels. The microwave radios are out of production, but the vendor (Nokia) has made guarantees to support them through 2027. They are also capable of supporting analog and/or P25 channels.

The primary repeater of the Woodland PD Dispatch channel is located at the police building with its associated antenna on a relatively short monopole. The construction of the new courthouse nearby has shielded the antenna from a relatively large portion of the city. The Gold repeater is at the YECA Dispatch in the northwest corner of the city which is not ideal for coverage to the southern portion of the city.

Dispatch console equipment is the MCC7500 and is supported via a System User Agreement (SUA) between the SRRCS and Motorola which includes technology refreshes as needed. The annual SUA subscription fees are paid by the SRRCS to Motorola and are passed on to SRRCS members via the monthly radio subscription fees.

SWOT Discussions

Survey questions and subsequent discussions addressed the Strengths, Weaknesses, Opportunities, and Threats of the YECA radio system.

Strengths (the positive aspects internal to the system) were identified by stakeholders as:

- YECA Staff and Management
- JPA Structure
- Simple to use subscriber (mobile and portable) radios

Weaknesses (the adverse aspects internal to the system) were identified as:

- Coverage issues
- Inconsistent coverage across county-wide channels
- Simulcast audio quality
- Lack of channels
- County split between VHF analog conventional and 700/800 MHz P25 trunking
- Limited Budget for improvements

The Opportunities (the potentially beneficial items external to the system) were identified as:

- Availability of dual-band radios
- SRRCS extending into Yolo County
- The need for interoperability is often attractive to grant programs
- Neighboring jurisdictions (SRRCS, Solano, Napa) move to P25

The Threats (the potential challenges to overcome external to the system) were identified as:

- Need for encryption for law enforcement
- New developments and buildings, especially in southern Woodland
- Megafires requiring more interoperability
- Neighboring jurisdictions (SRRCS, Solano, Napa) move to P25

Please note that the regional move to Project25 can be seen as both an opportunity as well as a threat as the need to move to Project25 is more urgent to support interoperability, but the suite of Project25 standards provides a common platform that is supported across multiple vendors.

Potential Options Moving Forward

Please note that some of these options can be used in combination with one another though some are mutually exclusive.

The Rough Order of Magnitude estimate of the cost of the options below is relative to the existing CIP, i.e. in addition to the costs currently listed in the CIP. The existing CIP anticipates the replacement of the Tait 8100 stations in FY 2024/2025 of \$235,000 based on a like-for-like replacement as well as a total of \$360,000 in FY 2026/27 for other related simulcast equipment (channel banks, GPS clocks, and comparators).

1. Status Quo

The current CIP is based on replacement of the Tait stations in FY 26/27 for \$380K. The system could remain as is, without addressing any of the items noted above.

- Benefits:
 - No additional costs added to the CIP
- Shortcomings:
 - Does not address the need for encryption
 - Does not improve coverage/audio quality
 - Does not increase the number of talkpaths (e.g. channels or trunked talkgroups)
 - Interoperability declines due to nearby counties moving to P25
- **Rough Order Magnitude of Costs:** **\$0**

2. Optimize Existing Simulcast Channels

The simulcast system was originally optimized in an ad-hoc fashion, without the benefit of computer analysis by an engineer. There were subsequent attempts to optimize the system, again without the benefit of an engineered solution. A simulcast could be performed with the benefit of computer predictive software which would optimize the system with the combination of launch delay settings for each site as well as potentially different antenna patterns to maximize capture in areas which are out of phase and conversely, equalize the phase delay in areas which do not benefit from capture.

- Benefits:
 - Relatively quick to implement
 - Improvements would benefit a potential future P25 VHF simulcast channel
 - Would allow Green Fire to enable the transmitter at the Port of Sacramento to match YSO channel configuration
 - Relatively low cost
- Shortcomings:
 - Does not address coverage issues in terrain blocked areas which need additional sites for coverage
 - Does not address the need for encryption by itself
 - Does not increase the number of talkpaths
 - Interoperability declines unless other actions taken

- Does not fully address coverage variability across all countywide VHF channels
- **Rough Order Magnitude of Cost:** **\$50K - \$150K**
(includes engineering, some replacement antennas, and implementation)

3. Improve and Standardize All Simulcast Channels

The number of transmit sites for the four current VHF countywide channels (YSO Dispatch, YSO TAC, Green Fire, Grey Fire) vary with SO Dispatch and Grey Fire transmitting from 6 sites, Green Fire transmitting from 5 sites, and SO TAC transmitting from four sites. Green Fire is equipped for the sixth site, and Option 2 would bring that to six sites as well, leaving SO TAC as the outlier. This option would add the additional transmitters at Bald and the Port of Sacramento and in conjunction with an engineered simulcast optimization, create a consistent coverage across all four channels.

- **Benefits:**
 - Coverage improvements in conjunction with Option 2
 - Consistent coverage for Sheriff Primary, Sheriff TAC, Green Fire, and Grey Fire
 - Could be used in concert with move to Project25
- **Shortcomings:**
 - Does not address coverage issues in terrain blocked areas which need additional sites for coverage
 - Does not increase the number of talkpaths
 - Does not address Woodland PD primary channel.
 - If channels stay analog, equipment may be short lived due to other upgrades
- **Rough Order Magnitude of Cost:** **\$150K - \$200K**
(includes a new station at Bald and Port of Sacramento, other miscellaneous equipment, engineering, and implementation – this option includes the scope and cost associated with Option 2 so would be chosen instead of Option 2 to get the additional scope).

4. Migrate the YSO Dispatch Channel to Project25

To meet the DOJ requirement for encrypted CJIS information, YECA could migrate the YSO Dispatch channel only to Project25. This would minimize the initial cost of moving to P25 by limiting the upgrade to one channel. The station which would be used if Tait were continued to be used would be their 9400 model. This model chassis accommodates two channels, so it may be a better value to replace two channels at the same time. The P25 option is a software option, so the software license for the second channel could either be purchased with the YSO Dispatch channel or purchased later. There are various options for other vendors including a single channel chassis as well as a dual channel chassis also being available. Radio users in the field will experience improved audio quality once they become accustomed to the digitized audio in most of the coverage area. However, in areas of poor audio quality, the P25 audio will be worse and/or non-existent. Therefore, it is generally recommended to address coverage concerns prior to migrating to P25. Addressing simulcast optimization is critical, however either addressing problem areas in the Rumsey area, for example, should be done prior to moving to P25 or at least a plan should be created to work around potential situations where the coverage holes become

worse. One other benefit if Tait is selected is that the dual-channel radio takes up approximately the same rack space as the existing 8100 base stations, making a cutover plan easier.

- Benefits:
 - Addresses CJIS privacy requirements
 - Limit costs to one or two channels
 - Audio quality improvements in most areas
 - Could be part of a phased migration plan – starts to phase out 8100 stations
 - Tracks with other agencies with their moves to P25
- Shortcomings:
 - Does not address coverage issues in terrain blocked areas which need additional sites for coverage
 - Areas in current poor coverage zones could worsen
 - Does not increase the number of talkpaths
 - Does not address Woodland PD primary channel
 - Does not address coverage variability across all countywide channels and increases variability of overall user experience
 - Other jurisdictions are moving to leave their primary dispatch channel unencrypted for interoperability concerns and to select a different channel or talkgroup to encrypt for CJIS information.
- **Rough Order Magnitude of Cost:** **\$250K - \$500K**
(includes new stations at each simulcast site, other miscellaneous equipment, engineering, and implementation)

5. Move or Add Site for Woodland PD and Gold Fire

This addresses the growth to the south of Woodland. Because coverage design is yet to be performed, a firm recommendation for a single site or two site solution for Woodland PD, Woodland TAC, and Gold Fire cannot be made at this time. CSI anticipates that a two-site simulcast system would most likely fully cover the city. A simulcast site at YECA Dispatch in the northwest part of town in conjunction with a site in the southern portion of town would be ideal. The Sheriff campus would be a good candidate to develop an RF site, for example. A taller tower outside of the downtown area would incrementally improve coverage within town at potentially a lower cost. For example, the tower at Fire Station 3 could be evaluated for city wide coverage.

- Benefits:
 - Potentially addresses CJIS privacy requirements for Woodland PD
 - Costs limited to Woodland PD only
 - Coverage improvements throughout Woodland
 - Could be part of a phased migration plan – starts to phase out 8100 stations
 - Tracks with other agencies with their moves to P25
 - Avoids ongoing, monthly cost per radio as well as any one-time cost to connect to a regional system

- Either VHF or 700/800 MHz channels could be used. 700/800 MHz channels have better coverage performance for in-building penetration and a lower noise-floor.
- Shortcomings:
 - Less interoperability with Davis, UC Davis, and West Sacramento relative to being on a common trunked system
 - Does not increase the number of talkpaths
 - Does not address countywide channels
 - May require additional backhaul
 - May require site development or site improvements
- **Rough Order Magnitude of Cost:** **\$200K - \$1M**
(range reflects range of possibilities of site improvements/development and potential new backhaul).

6. Add SRRCS Site(s) for Woodland PD and Gold Fire

There are, again, several possibilities for this option. Depending on expected radio traffic and the existing traffic on the Davis/UC Davis simulcast sub=system, one or more site could be added to that subsystem to create a single, wider coverage footprint across the southwest corner of Yolo County. Another option would be to install a single-site or small simulcast subsystem for the Woodland area if expansion of the existing Davis/UC Davis simulcast system is not pragmatic due to traffic or cost. Backhaul already exists to the SRRCS and there may be an opportunity to create loop diversity yielding better backhaul reliability.

- Benefits:
 - Addresses CJIS privacy requirements for Woodland PD
 - Costs limited to Woodland PD only
 - Coverage improvements throughout Woodland
 - Greater interoperability with Davis, UC Davis, and West Sacramento
 - The SRRCS system would also benefit in better coverage from the Sacramento County line to the Yolo Jail for prisoner transport.
- Shortcomings:
 - Ongoing per radio monthly fees to SRRCS in addition to one-time costs
 - Less interoperability with YSO unless dual-band radios are used, some patching quirks between conventional and trunked systems
 - Does not address countywide channels
 - May require additional backhaul
 - May require site development or improvement
 - Potentially locked into one vendor (Motorola) unless subsystem separate from Davis is created and connected via the ISSI (Inter-Sub-System Interface) Project25 standard.
- **Rough Order Magnitude of Cost:** **\$2.5M - \$4M**
(recent Motorola project to add a single standalone site to the East Bay Regional Communications System was \$1.9M, with many items/tasks given to the customer to address. Change orders were also added as the microwave backhaul proposed was not sufficient for public safety radio. This ROM reflects the possibility of two sites and some

costs for site development, and should cover almost all contingencies but is not absolutely a worst-case scenario. This also does not include the SRRCS ongoing cost per radio).

7. Create Trunking Subsystem(s) and connect them to a Regional System (SRRCS)

Build out a countywide system based on it being a subsystem to a regional system. The subsystem could use VHF channels (if licensable) and/or 700/800 MHz channels. If a combination of bands were used, they would be brought into the regional system as two separate subsystems. This option could involve extending the Davis/UC Davis simulcast system northward as discussed in Option 6, but other configurations are possible.

One variant to this option that may not be pragmatic, but possible, would be to split the county where Woodland and West Sacramento is tied to SRRCS and the western portion of the county is connected to Solano. This may help those individual agencies in those areas with interoperability, but would most likely impact countywide interoperability unless ISSI was used between the two regional systems. This variant is not included in the Benefits/Shortcomings/ROM below.

- **Benefits:**
 - Avoid cost of a “P25 Core” assuming Motorola or a similar centralized system is employed by using another agency’s Core.
 - Greater interoperability with that regional system
 - Potential coverage improvements, depending on the system configuration
 - Greater interoperability with Davis, UC Davis, and West Sacramento
 - Could potentially be able to add a VHF subsystem in rural areas to the 700/800 MHz system, may be difficult due to licensing requirements for trunked systems, etc.
- **Shortcomings:**
 - Ongoing per radio monthly fees to SRRCS in addition to one-time costs; unknown what the cost structure of Solano will be
 - May require additional sites and backhaul for coverage improvements
 - May require site development or improvement
 - Potentially locked into one vendor (Motorola) unless subsystem separate from Davis is created and connected via the ISSI Project25 standard.
- **Rough Order Magnitude of Cost:** **\$10M - \$20M**
(See notes for option above. Most likely \$10M - \$15M to convert system as is with no additional fill-in sites.)

8. Create a YECA P25 Trunked System

This would give YECA the greatest flexibility for system choices: configuration, policies, radio vendor, etc. One of the strengths mentioned in the stakeholder’s surveys and discussion was the JPA and its governance. This would keep the radio system fully under that governance (except for West Sacramento’s use of the SRRCS). It could be a higher initial cost than connecting to SRRCS or Solano, depending on the selected vendor, as some vendors have a centralized system configuration (e.g. Motorola’s “P25 Core”), but may actually be lower, assuming more competitive pricing from an RFP and a better flexibility for the vendors to create a system specific to YECA in their design approach. One

benefit of Project25 is the Common Air Interface which dictates that radios certified as Project25 can communicate and support specific features on any P25 infrastructure and vice versa.

- **Benefits:**
 - Greater say over the final system configuration, etc.
 - Multiple vendors available, could get better pricing through competitive bid process
 - System could be tied to SRRCS and/or Solano through ISSI
 - Could create a VHF and 700/800 MHz system combination system, may be difficult due to licensing requirements for trunked systems, etc.
 - No ongoing monthly fees to a system provider.
 - Greater say over system policies, features, migration, etc.
- **Shortcomings:**
 - Need ISSI for transparent roaming onto SRRCS/Solano... “Fingertip roaming” can be achieved without ISSI and shared system keys
 - May require additional sites and backhaul
 - May require site development or improvement
 - Longest time from concept to implementation
- **Rough Order Magnitude of Cost:** **\$8M - \$22M**
(Lower part of range lower than Option 7 due to selection of more vendors and competitive bid process. Upper range assumes Motorola system with a P25 Core sized for YECA in addition to the upper range of Option 7).

Summary

Many different needs were expressed by the stakeholders of YECA. The options described meet anywhere from none to all of those needs and escalate in cost accordingly. The following is a table of the options, the benefits, the agencies who would benefit, and the ROMs. Please remember that in many cases, options can be independent of one another so that multiple options could be combined. “Opt” means that this benefit could be applied to the Option or not, for example migrating Woodland PD channel(s) to Project25 when reconfiguring the channel to improve coverage.

OPTION	BENEFIT				BENEFITTING AGENCY			ROM	
	COVERAGE	ENCRYPTION	CAPACITY	INTEROPERABILITY	WOODLAND PD/FD	YOLO SHERIFF/ WINTERS	FIRE	LOWER RANGE	UPPER RANGE
1. Status Quo								\$0	\$0
2. Optimize Existing Simulcast Channels	✓					✓	✓	\$50	\$150
3. Improve and Standardize All Simulcast Channels	✓	Opt				✓	✓	\$150K	\$200K
4. Migrate the YSO Dispatch Channel to Project25	Opt	✓				✓		\$250K	\$500K
5. Move or Add Site for Woodland PD and Gold Fire	✓	Opt			✓			\$200K	\$1M
6. Add SRRCS Site(s) for Woodland PD and Gold Fire	✓	✓	✓	✓	✓			\$2.5M	\$4.0M
7. Trunking Subsystem(s) connected to a Regional System	✓	✓	✓	✓	✓	✓	✓	\$10M	\$20M
8. Create a YECA P25 Trunked System	✓	✓	✓	Opt	✓	✓	✓	\$8M	\$22M

Table 1 Options Summary

STAFF REPORT

Agenda Item: 8.a

Date: September 1, 2021

To: YECA Governing Board

Thru: Dena Humphrey, Agency Manager

From: Billy Keen, IT Manager

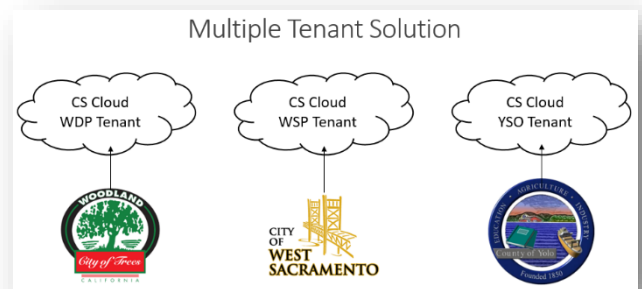
Subject: Central Square IQ Search RMS & CAD Systems – Voted item

Recommendation: Direction from Board on Selection of Implementation Configuration with Option 1 or 2 below:

Summary: Central Square (CS) IQ Search is a cloud based web application that collects data from different instances of Central Square RMS and CAD systems. The data is then aggregated into a master database for search functionality. While working with CS engineers, two configuration options have been provided to YECA, WSP, WDP, WNP, and YSO. These options consist of either a Multiple Tenant Solution or a Single Tenant Solution. A review of the proposed options has been completed by the Yolo County's Central Square Users group have been done and all members are in support of a Single Tenant implementation solution. This group consists of department project managers and records managers from each agency, YECA, WSP, WDP, WNP and YSO.

Option 1: Multiple Tenant Solution

- No data sharing between agencies
- No CAD Data in search results
- No costs to YECA
- No YECA IT staff time



Option 2: Single Tenant Solution

- Full Data sharing between all agency's RMS and CAD data
- Each agency controls the data it shares with each partnering agency
- YECA's implementation cost of \$5.1k
- YECA's annual support cost of \$2.2k
- Commits IT staff for project implementation (estimated 40hrs) and ongoing annual maintenance (estimated 10-15hrs)

