

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD**

**Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland, CA 95695
May 4, 2016
2:00 P.M. Public Session**

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

1. Call to Order (2:00 PM)

2. Public Comment *

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

3. Announcements

a. Resolutions:

Karen Avara Retirement effective June 26, 2016, after serving 32 years with YECA
Marci Criste Retirement effective July 24, 2016, after serving 27 years with YECA

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 April 6, 2016, Regular Meeting Pg. - 1
- b. Operations Division Report Pg. - 4
- c. Current Year Budget Status Update Pg. - 7

6. Future Planning for YECA Building

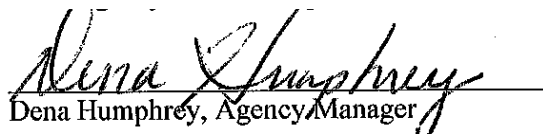
- a. Staff Summary Background Pg. - 8

7. Next Scheduled JPA Board Meeting TBD

8. Items for Future Agenda

9. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before April 29, 2016 on the bulletin board outside of the Yolo County Board of Supervisors Chambers, Erwin Meier Administration Center, 625 Court St., Woodland, California and on the agency website: <http://www.yeca911.org/BoardCalendar2016.html>


Dena Humphrey, Agency Manager

**The meeting room is wheelchair accessible and disabled parking is available. If you are a person with a disability and you need disability related accommodations to attend the meeting, please contact Marci Criste 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**

April 6, 2016

MINUTES

The YECA Governing Board of met on Wednesday, April 6, 2016 at the Yolo Emergency Communications Agency, 35 N Cottonwood Street, Woodland. Chair Tom Lopez called the meeting to order at 2:01 p.m.

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

Entry No.2

Public Comment

None

Entry No. 3

Board Chair Tom Lopez read the Proclamation for “National Public Safety Telecommunications” week April 10th-16th 2016.

The JPA Board recognized and congratulated Nadia Wasilevsky for being chosen YECA’s 2015 Dispatcher of the Year.

Entry No. 4

Minute Order No. 2016-05; Approval of Agenda

The Agenda was approved as presented.

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

Entry No. 5

Minute Order No. 2016-06; Approval of Consent Agenda

The Consent Agenda was approved as presented.

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

Entry No.6

Minute Order No. 2016-07; Approval of FY14/15 External Audit

FY14/15 External Audit approved as presented

FY14/15 External Audit Presentation by Macias Gini & O’Connell LLP, Scott Brunner, CPA Presented by Scott Brunner – provided each board member FY14/15 Fiscal Audit Report. Addressed findings FY14/15 audit and new requirements that will need to be included in future audit reports.

- GASB6871
- CAFR report
- OPEB Liability in 2018

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

Entry No. 7

Minute Order No. 2016-08; Approval of Human Resources/Administrator position upgrade Human Resources/Administrative Coordinator Position Upgrade to Fiscal/Human Resources Administrator

Executive Director Dena Humphrey briefed the Board on the current Human Resources/Administrative Coordinator job description and the need to upgrade this position to include the human resources programs and oversee accounting, payroll and CalPERS reporting functions for the Agency. The salary increase for this upgraded position would be absorbed in the FY16/17 approved salary budget. A job description for the Fiscal/Human Resources Administrator was presented to board members.

The position upgrade to Fiscal/Human Resources Administrator was approved as presented.

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

Entry No. 8

Dispatch Staffing Goal

Executive Director Dena Humphrey presented historical summary of staffing goals and future projections. Key positions were identified to support Dispatch Operations:

- Training Coordinator Position
- Dispatch Retirement Backfill
- Dispatch Assistants

Information only, no action taken.

Entry No. 9

Tri-Tech Inform ME Application for CAD iPhones, iPad, Android-Informational only.

I.T Manager Mike Bowler brought back additional information requested by the Board on the Tri-Tech Inform ME Application. Executive Director Dena Humphrey requested that the board vote on whether to approve to implement the application after I.T. Manager Mike Bowler's presentation.

After the presentation and some discussion, the JPA Board Members decided not to approve implementation of the application due to the fiscal impact it would have and the uncertainty that the application may not benefit or meet the necessary requirements.

Entry No. 10

Next Scheduled JPA Board Meeting May 4, 2016.

Entry No. 11

Items for Future Agenda:

- a. Discuss remodeling of YECA or New Building site

Meeting was adjourned at 2:55 p.m.

Minutes submitted by: Eloise Austin, Sr. Admin Specialist II
for Marci Criste, Recording Secretary

STAFF REPORT

Agenda Item: 5.b

Date: May 4, 2016

To: YECA Governing Board

Thru: Dena Humphrey, Executive Director

From: Karen Avara, Operations Manager

Subject: Operations Division Report

Recommendation: No action required; information only.

Summary: Operations staff is currently engaged in the following:

- Staffing:
 1. To increase exposure and gain applicants YECA staff will be participating in two college job fairs; have posted job announcements on 8 junior college boards; and reached out to CalOpps.org for a posting on their site. Interviews were held on April 27th and will continue until positions are filled.
 2. All trainees are progressing:
 - a. Laura will have completed training and be fully cross trained by the end of May, making the total training duration - 18months
 - b. Chris will have completed law radio training by the end of April and is scheduled to start Fire training the end of May/1st of June
 - c. Mayra has completed Fire and will begin training on her 2nd law channel the end of May
 - d. Elaine will have completed call taking by the end of April and will begin radio training mid-May.
 - e. Irina, Melissa, and Jennifer are in the final stages of call taking training.
 3. The new Operations Manager Leah Goodwin will begin May 16th
- Internal Affairs: March 2016-April 2016
 1. **Grievances:** None
 2. **Complaints:** None
 3. **Commendations:** One
Laura Swink was commended for the great job she did providing child birth instructions resulting in the birth of a healthy baby girl.
- Monthly Gold Board Employee Recognition:

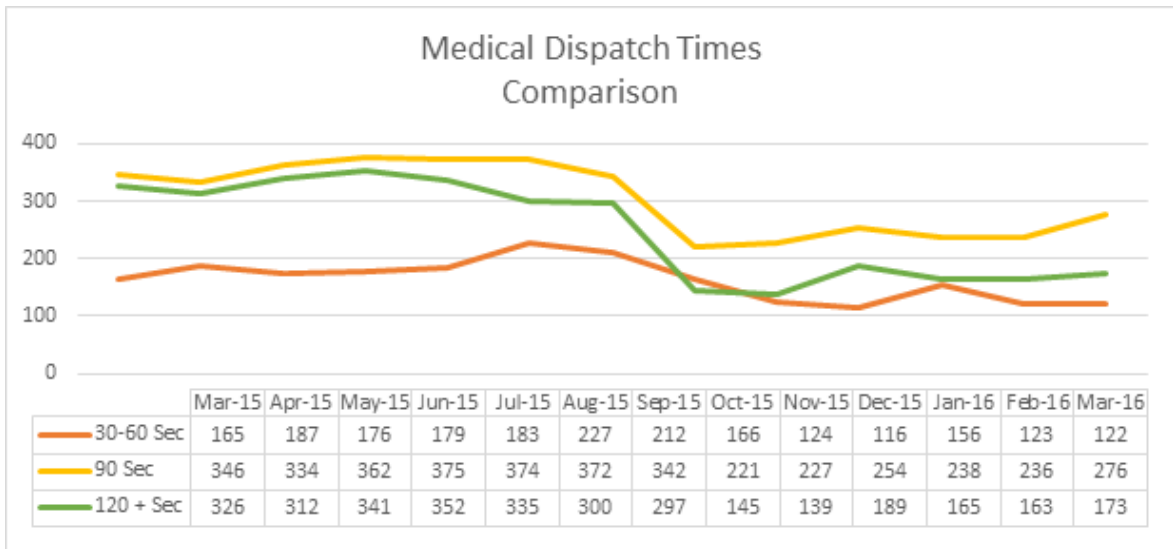
March 2016:
Tammy Leggins is the March winner, she was recognized for following up on a hang-up elevator call and going the extra mile to work with the County on having their elevator phones dial 911.

Additional recognition goes to Maria Bigham, Maria Roa, Scott Fletcher, Dave Hetland, Vanesa Hoyt, Amy O’Keefe, Laura Swink, Diana Wilson, Kim Soares, Lee Sandoval, Nadia Wasilevsky, Stephanie Taylor, Mayra Berumen-Perez, Kim Lindsay, Elaine Maher, Billy Keen, and Molly Scott. Thank you for the “great job” you do.

- **Medical Aid-NFPA:**

The National Fire Protection Association (NFPA) Regulation 1221, section 7.4 Operating Procedures, sub-section 7.4.2.2 states, “Emergency alarm processing for the following call types shall be completed within 90 seconds 90% of the time and within 120 seconds 99% of the time:”

1. Emergency medical dispatch questioning and pre-arrival medical instructions
2. Language translations
3. The use of a TTY/TDD device or audio/video relay services
4. Criminal activity that require information vital to emergency responder safety prior to dispatching units
5. Hazardous material incidents
6. Technical rescue



NFPA Standard Measurement:

YECA processes an average of 539 Medical Aid calls per month. Of those calls 479 were processed within the standard, while 60 calls fell outside the standard.

Outside the Standard

Researching the probabilities for the calls that fell 11% outside the standard lead to some technical limitations. The new CAD system came with many robust features to improve member agency reporting and mapping capabilities. The geographical information system

(GIS) based system has built-in features that assists with crime analysis by plotting locations.

This plotting feature has impacted some of the time delays by 10 seconds for entering a call for service. The system needs to validate the address through the GIS before the call can be entered. Others factors impacting call processing times included drop down windows and longer window times adding an additional 20 seconds. With these factors identified below, call processing times have impacted dispatch times by a total of 30 seconds longer.

Overview CAD Impacts to Dispatch:

1. Geo-validating the address
2. Identify the method of call e.g., 911, on-view, 7-digit non-emergency, radio, etc.
3. Initial assign window takes longer to appear on mask

Process Improvement

Staff will continue to provide additional research in this area and will make information available during the quarterly reviews on medical dispatch times.

Statistical Information:

- Monthly Phone Statistics:

Month	9-1-1	Non-Emergency	Outgoing	Total
March	4,870	19,782	5,409	30,061

- Monthly CAD Events:

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

Month	Law	Fire	Other
March	13,990	2,174	917

- Confidential Records Requests:

Month	# of Requests
March	150

Agenda Item: 5.c

YECA BUDGET MANAGEMENT SUMMARY

2015 / 2016 As of 4/27/16

	8% JUL-15	17% AUG-15	25% SEPT-15	33% OCT-15	42% NOV-15	50% DEC-15	58% JAN-16	67% FEB-16	75% MAR-16	83% APR-16	92% MAY-16	100% JUN-16
360 360-1 ADMINISTRATION												
Appropriations	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019
Expenditures	\$ 36,855	\$ 130,248	\$ 140,010	\$ 653,385	\$ 733,311	\$ 896,208	\$ 999,467.90	\$ 1,125,686	\$ 1,210,774	\$ 1,369,860	\$ -	\$ -
Unencumbered	\$ 2,266,466	\$ 2,173,073	\$ 2,163,377	\$ 1,650,002	\$ 1,571,708	\$ 1,408,811	\$ 1,305,551	\$ 1,179,333	\$ 1,094,245	\$ 935,159	\$ 2,305,019	\$ 2,305,019
Percent Expended	2%	6%	6%	28%	32%	39%	43%	49%	53%	59%	0%	0%
360 360-2 OPERATIONS - DISPATCH												
Appropriations	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824
Expenditures	\$ 235,299	\$ 464,253	\$ 601,682	\$ 1,338,327	\$ 1,566,883	\$ 1,844,018	\$ 2,096,097	\$ 2,356,056	\$ 2,542,884	\$ 2,735,501	\$ -	\$ -
Unencumbered	\$ 3,707,650	\$ 3,478,818	\$ 3,341,562	\$ 2,605,144	\$ 2,377,941	\$ 2,100,806	\$ 1,848,728	\$ 1,588,768	\$ 1,401,940	\$ 1,209,323	\$ 3,944,824	\$ 3,944,824
Percent Expended	6%	12%	15%	34%	40%	47%	53%	60%	64%	69%	0%	0%
TOTAL for all budget units - B/U 360-1 Administration; 360-2 Operations Dispatch;												
Appropriations	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843
Expenditures	\$ 272,155	\$ 594,501	\$ 741,693	\$ 1,991,713	\$ 2,300,194	\$ 2,740,226	\$ 3,095,564	\$ 3,481,742	\$ 3,753,658	\$ 4,105,361	\$ -	\$ -
Unencumbered	\$ 5,974,115	\$ 5,651,891	\$ 5,504,938	\$ 4,255,146	\$ 3,949,649	\$ 3,509,617	\$ 3,154,279	\$ 2,768,101	\$ 2,496,185	\$ 2,144,482	\$ 6,249,843	\$ 6,249,843
Percent Expended	4%	10%	12%	32%	37%	44%	50%	56%	60%	66%	0%	0%
Estimated Revenue	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843
Realized Revenue	\$ 276	\$ 426	\$ 10,530	\$ 1,966,324	\$ 2,955,194	\$ 2,955,471	\$ 2,956,854	\$ 4,059,388	\$ 4,475,195	\$ 4,555,737	\$ -	\$ -
Percent Realized	0%	0%	0%	31%	47%	47%	47%	65%	72%	73%	0%	0%
360 360-3 RAD RADIO PROJECT												
BofA Capital Lease												
Appropriations	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Expenditures	\$ -	\$ -	\$ -	\$ 54,124	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 55,000	\$ 55,000	\$ 55,000	\$ 876	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	0%	0%	0%	98%	100%	-	-	-	-	-	-	-
Estimated Revenue	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Realized Revenue	\$ -	\$ -	\$ -	\$ 54,124	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Revenue	\$ 55,000	\$ 55,000	\$ 55,000	\$ 876	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	98%	100%	-	-	-	-	-	-	-
360 360-3 FY13 HSG FY13												
HSG Grant	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658
(Cameras)	\$ (25,658)	\$ (25,658)	\$ (25,658)	\$ (25,658)	\$ (25,658)	\$ (25,658)	\$ (25,658)	\$ (25,658)	\$ (25,658)	\$ (25,658)	\$ (25,658)	\$ (25,658)
Estimated Revenue	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658
Realized Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%
360 360-3 FY14 HSG FY14												
HSG Grant	\$ 18,658	\$ 18,658	\$ 18,658	\$ 18,658	\$ 18,658	\$ 18,658	\$ 18,658	\$ 18,658	\$ 18,658	\$ 18,658	\$ 18,658	\$ 18,658
(Cameras @ 4 Sites)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,637	\$ 9,637	\$ 9,637	\$ -	\$ -	\$ -	\$ -
Estimated Revenue	\$ 18,658	\$ 18,658	\$ 18,658	\$ 18,658	\$ 18,658	\$ 18,658	\$ 18,658	\$ 18,658	\$ 18,658	\$ 18,658	\$ 18,658	\$ 18,658
Realized Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

STAFF REPORT

Agenda Item: 6.a

Date: May 4, 2016
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
Subject: Future Planning for YECA Building

Recommendation: To approve to work with an Architect for baseline budgetary figures

Back in 2006, the agency hired a consultant group to provide an overall recommendation for a systems and facility strategy plan. In 2007, the consultant group Altavista submitted their final report identifying 5 key issues: Computer Aided Dispatch (CAD), Records Management System (RMS), Mobile Data, Radio, and the Facility. As of date, 4 of those identified key issues have been completed, leaving the facility on the list.

The recommendation for the facility was to build a new building increasing the sq. footage from 6,000 to 12,000. The 2007 cost was estimated between \$7M to \$10M. The final report included a construction escalator of 6% per year, taking those estimated costs to today's range of \$11M to \$16M. The noted construction costs at the time \$358-\$452 per square foot, with an additional 32%-48% for soft costs e.g., architecture design, engineering, technology and infrastructure, construction management, etc.

October 2013, YECA hired an engineer to provide a Building Needs Assessment. The report was presented to the Board identifying 13 building improvements. As of date, YECA has completed 10 of the 13 identified improvements: High Priority 2/2 completed, Medium Priority 7/8 completed, and Low Priority 1/3 completed.

September 2015, the JPA Board approved to set aside some money in the budget for a feasibility study. One of the areas discussed was to look at the possibility of co-locating with W. Sacramento PD. Then in Oct 2015, the possibility of re-purposing an existing Woodland facility was discussed. Given the potential possibilities and costs it seemed appropriate to have a baseline of the current location considering a remodel and expansion for a budgetary figure to compare to other locations.

The recommendation to the Board is to hire an Architectural firm to estimate costs for a remodel at the current location as the baseline. This baseline could then be used as a budgetary number and as a comparison model to another location for a side by side approach. After comparisons, should a feasible location be economically practical the next progressive step would be to hire a Telecommunications engineering firm to consider costs with moving the communications infrastructure.