

AGENDA
REGULAR MEETING
YECA GOVERNING BOARD
Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland, CA 95695
February 7, 2018
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. Leah Goodwin Operations Manager received certification from National Emergency Number Association (NENA) earning her Emergency Number Professional (ENP)

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 January 10, 2018, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 2017 Annual Calls for Service Report

6. Old Business

- a. After- Hour Records Discussion – Requested by Chief McDonald

7. YECA Dispatch Services Agreement for UC Davis Fire Department

- a. Staff Summary Report seeking approval to offer dispatch services to UCD Fire Dept.

8. Closed Session

- a. Public Employee Performance Evaluation (GC54957)
Position Title: Executive Director

- b. Conference with Labor Negotiator (CG54957.6)
Agency Representative: Darrell Murray
Employee Organization: Yolo Communications Dispatchers Association (YCDA)

6. Next Scheduled JPA Board Meeting March 7, 2018

7. Items for Future Agenda

- a. Labor Negotiations
- b. FY19 Budget Proposal
- c. Nokia Microwave Project Update
- d. New Personnel Policy for Re-Hires

8. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before February 2, 2018 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/BoardCalendar2018.html>



Dena Humphrey, Executive Director

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

Agenda Item: 5.a

**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)
GOVERNING BOARD
January 10, 2018
MINUTES**

The YECA Governing Board met on Wednesday, January 10, 2018 at the Yolo Emergency Communications Agency, 35, N Cottonwood Street, Woodland. Chair Gary Fredericksen called the meeting to order at 2:14 p.m.

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

ABSENT: None

Entry No.2

Minute Order No. 2018-01: Public Comment

None

Entry No. 3

Announcements

John Donlevy, City of Winters; announced that the cities of Dixon and Winters Fire departments have ended their relationship and that currently the City of Winters has begun a rotation program for the interim Chief position. This program will last for 1 year and the interim Chief position will rotate once per quarter. The current interim Chief is Brad Lopez.

Entry No. 4

Minute Order No. 2018-02; Approval of Agenda

The Agenda approved as presented.

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

Entry No. 5

Minute Order No. 2018-03; Approval of Consent Agenda

The Consent Agenda approved as presented.

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

Entry No. 6

Minute Order No. 2018-04; External Audit Presentation by Richardson & Company, CPA's – Information Only

A Richardson and Company representative gave a presentation regarding the audit and reported findings. The presenter noted that the audit showed clean financial records with no issues discovered. Recommendations were noted in the report for future accounting practices, including obtaining an in-house accounting software program for YECA to perform all accounting functions in-house to reduce

potential human error and lost information. The presenter noted that the agency is doing well financially and that future planning for pensions and OPEB to prepay into a trust.

Comment: In reference to prepaying into a trust, Tom Lopez stated that Yolo County is already doing this and that it is a significant percentage of the county's budget. Dena Humphrey stated that YECA is already looking for quotes on what this type of trust would look like financially for the YECA. Tom Lopez appreciated the work that the YECA staff has done to ensure the financials were accurate and that the organization was in good shape financially.

Entry No. 7

Closed Session

Board Chair Gary Frederickson adjourned the meeting to Closed Session at approximately 2:32 pm

Conference with Labor Negotiator: The Board gave direction to the labor negotiator.

Open Session resumed approximately 4:10pm

Entry No. 10

Next Scheduled JPA Board Meeting

The next board meeting will be held at Yolo Emergency Communications Center on February 7, 2018 at 2:00 PM.

Entry No. 11

Items for Future Agenda

- a. Annual calls for service report
- b. Employment hiring policies
- c. UCD Fire status update
- d. Labor negotiations

Meeting was Adjourned 4:11 p.m.

MOTION: McDonald SECOND: Donlevy

Minutes submitted by: Charles Keasler, Recording Secretary

STAFF REPORT

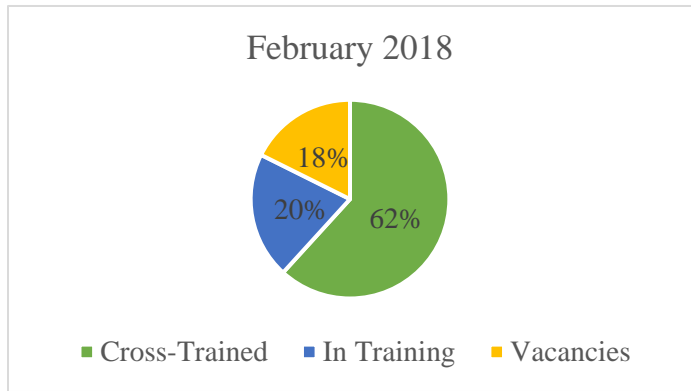
Agenda Item: 5.b

Date: February 7, 2018
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
From: Leah Goodwin, Operations Manager
Subject: December Operations Division Report
Recommendation: No action required; information only.
Summary: Operations staff is currently engaged in the following:

Staffing:

1. Out of 38 funded operations positions:

Classification	Funded	Vacant
Supervisor	4	0
Dispatcher III	4	1
Dispatcher I/II	26	5
Dispatch Assistant	4	0
TOTAL	38	6



- a. Karissa Merrill began training on the Fire console (3rd radio).
 - b. Shawanda Peoples successfully has begun training on the West Sacramento Police console (2nd radio).
 - c. Brenda Bryant has begun training on the West Sacramento Police console (2nd radio).
 - d. Kimberly Jillson has begun training on the West Sacramento Police console (1st radio).
 - e. New dispatch trainees Bethany Grace, Jennie Wilson and Rachael Nakasu have been the in-house academy training.
2. We have begun recruitment activities for the next scheduled in-house academy in June 2018.

Statistical Information:

Monthly Phone Statistics:

Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
7 Digit Emerg	563	629	593	615	700	750	977	820	835	894	647	666	8,689
911	3,206	3,576	4,175	4,026	4,445	4,813	5,195	4,831	4,593	4,685	4,197	4,074	51,816
WSP Non-Emerg	3,631	4,142	4,862	4,405	5,156	4,677	4,537	4,435	4,167	4,378	3,831	3,747	51,968
WDP Non-Emerg	3,548	4,137	4,739	4,845	5,302	5,257	5,727	5,536	5,423	6,058	4,838	4,689	60,099
Yolo Non-Emerg	1,602	1,769	1,975	1,785	1,958	1,888	2,540	2,372	2,373	1,570	1,058	1,022	21,912
WNP Non-Emerg	354	399	372	436	498	422	362	407	452	340	290	336	4,668
Comm Non-Emerg	2,814	3,207	3,845	3,378	3,818	3,833	3,027	3,066	2,938	4,342	4,525	4,629	43,422
AMB	119	123	114	120	120	134	140	132	105	153	123	83	1,466
Outgoing	5,185	5,642	6,041	5,881	5,986	6,671	6,373	6,433	6,312	6,228	5,659	5,390	71,801
TOTAL	21,022	23,624	26,716	25,491	27,983	28,445	28,878	28,032	27,198	28,648	25,168	24,636	315,841

Monthly CAD Events:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Yolo County	3,658	3,202	3,632	3,363	3,384	3,154	2,964	3,120	3,432	3,539	3,668	2,980	40,096
Woodland	5,325	4,922	6,105	5,739	6,559	6,432	6,417	6,762	6,223	6,615	5,760	6,033	72,892
Winters	669	584	592	529	655	533	586	601	641	599	613	695	7,297
West Sacramento	6,169	5,467	6,202	5,957	6,229	6,468	6,542	6,873	6,163	6,212	5,727	5,748	73,757
Animal Control	671	592	710	759	779	784	722	727	698	659	615	555	8,271
Yocha Dehe	36	38	35	35	37	36	40	33	39	43	28	36	436
Arbuckle	31	24	27	34	43	36	42	40	46	61	43	35	462
Misc	482	503	507	462	481	541	558	579	493	499	496	454	6,055
TOTAL	17,041	15,332	17,810	16,878	18,167	17,051	17,871	18,735	17,735	18,227	16,950	16,536	208,333

Fire CAD Events:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Medical	1,109	887	950	994	1,045	1,045	993	987	952	948	845	1,030	11,785
Other Fire	1,202	1,085	1,579	1,362	1,365	1,298	1,172	1,091	1,304	1,490	1,570	1,128	15,646
TOTAL	2,311	1,972	2,529	2,356	2,410	2,343	2,165	2,078	2,256	2,438	2,415	2,158	27,431

CLETS Inquires>Returns:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Inquiries	34,023	33,434	31,792	35,394	36,464	35,698	35,658	39,572	38,237	34,282	35,176	34,610	424,340
Returns Read	54,986	54,034	51,380	57,202	58,931	57,693	57,628	63,954	61,796	55,405	56,849	55,935	685,793

Confidential Records Requests (Audio & CAD Print out):

Audio/CAD release requests													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Requests Processed	90	61	150	114	134	129	122	125	65	159	195	111	1455

After-Hours Records Entries:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
WDP	366	392	576	401	321	430	343	507	442	503	375	410	5,066
WNP	14	8	26	5	14	6	22	6	44	43	30	20	238
WSP	402	299	249	326	368	366	309	451	370	329	276	265	4,010
TOTAL	781	699	851	732	703	802	674	964	856	875	681	695	9,313

Projects:

1. Training Committee/ Training Officer Program
2. Tactical Dispatcher Program
3. EMD-QA Implementation
 - a. IOP Revisions
 - b. Cardiac calls being reviewed
 - i. December & January calls reviewed.
4. IOP Review
 - a. Recruitment/Selection
5. Policy Manual Revisions/Re-format – Out to staff for comments.
6. Evacuation Plan (Continuity of Operations)

7. Records After-Hours Responsibilities Group
 - a. 10/17/2016: Met with Records Manager Group (excluding Winters PD, unable to attend)
 - b. 10/25/2016: Data requested provided to Lorrie Marin, YSO for review.
 - c. 11/10/2016: Additional data provided to Woodland & Davis PD.
 - d. 12/15/2016: Additional data provided to Lorrie Marin, YSO.
 - e. April JPA Board meeting YSO proposal submitted to Board.
 - f. YECA's proposal presented.
 - g. Records Group formed and will meet quarterly.
8. ENP – completed.
9. Recruitment Plan
 - a. Recruitment begun for June 2018 academy.
10. 2018 In-Service Training Plan
 - a. 2018 Law In-Service Training scheduled
 - b. CTO (Communications Training Officer) update scheduled
 - c. 2018 Pre and Post-Fire Season training in development
 - d. Funding for annual EMD training/exploring options
11. Mentoring Program
12. Radio Procedures Training
 - a. WSP Sergeant's meeting completed.
 - b. WSP In-service training scheduled for December (postponed at the request of WSP).
 - c. Rescheduled for March 2018.
13. Re-hire IOP revisions

Agenda Item: **5c**

YECA BUDGET MANAGEMENT SUMMARY

2017 / 2018 As of 1/26/18

	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%
	JUL-17	AUG-17	SEPT-17	OCT-17	NOV-17	DEC-17	JAN-18	FEB-18	MAR-18	APR-18	MAY-18	JUN-18
360 360-1 ADMINISTRATION												
Appropriations	\$ 2,383,473	\$ 2,383,473	\$ 2,383,473	\$ 2,383,473	\$ 2,383,473	\$ 2,383,473	\$ 2,383,473	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 101,557	\$ 242,728	\$ 316,144	\$ 427,128	\$ 818,920	\$ 893,046	\$ 1,003,820	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	4%	10%	13%	18%	34%	37%	42%	0%	0%	0%	0%	0%
360 360-2 OPERATIONS - DISPATCH												
Appropriations	\$ 4,084,834	\$ 4,084,834	\$ 4,084,834	\$ 4,084,834	\$ 4,084,834	\$ 4,084,834	\$ 4,084,834	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 233,023	\$ 841,507	\$ 969,892	\$ 1,201,224	\$ 1,721,791	\$ 1,782,369	\$ 2,007,219	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	6%	21%	24%	29%	42%	44%	49%	0%	0%	0%	0%	0%
TOTAL for all budget units - B/U 360-1 Administration; 360-2 Operations Dispatch;												
Appropriations	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 334,580	\$ 1,084,235	\$ 1,286,036	\$ 1,628,351	\$ 2,540,711	\$ 2,675,414	\$ 3,011,039	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 6,133,727	\$ 5,384,072	\$ 5,182,271	\$ 4,839,956	\$ 3,927,596	\$ 3,792,893	\$ 3,457,268	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	5%	17%	20%	25%	39%	41%	47%	0%	0%	0%	0%	0%
Estimated Revenue	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ 6,468,307	\$ -	\$ -	\$ -	\$ -	\$ -
Realized Revenue	\$ 493,207	\$ 2,251,232	\$ 2,313,871	\$ 2,785,654	\$ 2,813,681	\$ 3,959,884	\$ 3,959,884	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Revenue	\$ 5,975,100	\$ 4,217,075	\$ 4,154,436	\$ 3,682,653	\$ 3,654,626	\$ 2,508,423	\$ 2,508,423	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	8%	35%	36%	43%	43%	61%	61%	0%	0%	0%	0%	0%

STAFF REPORT

Agenda Item: 5.d

Date: February 7, 2018

To: YECA Governing Board

Thru: Dena Humphrey, Executive Director

From: Leah Goodwin, Operations Manager

Subject: 2017 Annual Calls for Service

Recommendations: No action required; information only

[Attached 2017 Annual Calls for Service Report](#)

STAFF REPORT

Agenda Item: 7.a

Date: February 7, 2018

To: YECA Governing Board

From: Dena Humphrey, Communications Agency Manager

Subject: UC Davis Fire Dispatch Service Agreement

Recommendation: Approve Agreement to begin 24-Hour Fire & Medical EMD Services for UC Davis Fire District

Over the summer, UC Davis Fire Department approached YECA on the possibility of providing dispatch services to their community. Both agencies met to discuss service needs, technology requirements, radio system options, and equipment. The idea of having a consolidated dispatch for the County Fire community dates back many years and benefits the county as a whole. The benefits are seen with mutual aid requests and shared resources being dispatched under one agency. This approach streamlines service requests and ultimately expedites services to the citizen.

Back at the November 2017 YECA Board meeting, UCD Fire Chief Trauernicht approached the Board seeking consent to continue discussions with YECA for dispatch services and received unanimous approval.

YECA provides similar services for all medical and fire dispatch services to the community of Arbuckle Fire District, since 1998. Their contract comes to the Board for approval as an outside contract for services and they do not retain membership with the agency. UCD Fire requested to fall into this category. Their annual calls for services is approximately 900, with additional call outs for station coverages.

Pricing for UCD Fire is comparable to Arbuckle Fire with the exception to UCD Fire would not be using YECA's radio system. They would be dispatched using the same radio system as W. Sacramento, who is on the Sacramento Regional Radio Communications System (SRRCS).

The contract term is from July 1, 2018 – June 30, 2023. This agreement includes a 4% increase for each year of the five-year agreement and provides approximately \$70k of revenue per year to YECA. The contract was approved as to form through Yolo County Counsel's office and approved through UCD's Procurement & Contract Services Division. Full rates for services and one-time implementation costs are shown in Exhibit A, Service & Costs Plan.

EXHIBIT A

SERVICE AND COST PLAN:

YECA will provide 9-1-1 and non-emergency call answering services for the purpose of call notification to the USER regarding fire, medical, rescue, and hazardous materials incidents. All calls for service should be routed through YECA for the purposes of appropriate service delivery and accurate record keeping.

1. Whereas, YECA assesses *fire contract agencies* an annual fee, subject to the following:
 - a. Yearly calls for service;
 - b. Cost per call for service;
 - c. Cost per move up;
2. To apply a 5-year rate structure, reflecting a phased in 4% increase per call, per year aligning with other YECA contracted fire agency fee's:

Fiscal Year	Amount	Annual Increase (4%)
2018-2019	\$70.00	-----
2019-2020	\$72.80	\$2.80
2020-2021	\$75.71	\$2.91
2021-2022	\$78.74	\$3.03
2022-2023	\$81.89	\$3.15

3. Move-ups for covering other stations outside YECA member agencies will be counted using a fixed cost of \$35.00, per move-up.
4. A one-time startup cost for full implementation and training, are as listed below:

Dispatcher Training (overtime 120hrs)	\$5,000
IT CAD Build	\$2,500
Networking Configurations	\$1,800
RMS Interface - Tri Tech <i>*optional</i>	\$20,400
Total	\$29,700