

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD**

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

Nov 1, 2017

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 October 4, 2017, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update

6. Old Business

- a. After-Hours Follow-up Discussion – Seeking Board Direction for Next Steps

7. University of Davis Fire Department Inquiring YECA for Dispatch Services

- a. UCD Fire Chief Trauernicht Seeking Board Approval to Continue Discussions W/ YECA for Dispatch Services

8. Next Scheduled JPA Board TBD

9. Items for Future Agenda

10. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before October 27, 2017 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/BoardCalendar2017.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
October 4, 2017
MINUTES**

The YECA Governing Board met on Wednesday, October 4, 2017 at the Yolo Emergency Communications Agency, 35, N Cottonwood Street, Woodland. Chair Gary Fredericksen called the meeting to order at 2:03 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. 2017-34: Public Comment

None

Entry No. 3

Announcements

None

Entry No. 4

Minute Order No. 2017-35; Approval of Agenda

The Agenda approved as presented.

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

Entry No. 5

Minute Order No. 2017-36; Approval of Consent Agenda

The Consent Agenda approved as presented.

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

Entry No. 6

Minute Order No. 2017-37; After-Hours Records follow-up discussion– Information Only

Executive Director Dena Humphrey presented – Current figures for workload and staffing were presented to the Board. It was noted that in order for YECA to fulfill the after-hours records duties that early 2019 would be the projected time frame.

Comment: Gary Fredericksen stated that the goal was to have a solution for after-hours records chosen by July 1, 2018. John Donlevy expressed frustration in relation to movement by the records departments to come up with a solution. He recommended YECA should move forward with the proposed additional staffing that was presented. Tom McDonald noted that the West Sacramento Police Department had looked into the costs of taking care of this internally for their

own center and the cost was not feasible. Tom Lopez voiced his concern that records duties was not a dispatch function and was adding to an already full workload. Luis Soler added that the Woodland Police Department had also investigated internally what the costs would be. Their department would need three additional bodies. He also added that the costs YECA was presenting were less than his costs, but must be careful due to Woodland City Council. Luis Soler mentioned that the City Of Woodland Council is mindful of the rising costs of YECA. Adding these costs for records support would be difficult. Leah Goodwin commented that the 2019 timeframe was a conservative estimate. Gary Fredericksen asked that the Board be ready to give final direction at the November Board meeting.

Entry No. 7

Closed Session

Board Chair Tom McDonald adjourned the meeting to Closed Session at approximately 2:35 pm

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

Open Session resumed approximately 2:50pm

Entry No. 10

Next Scheduled JPA Board Meeting

The next board meeting will be held at Yolo Emergency Communications Center on November 1, 2017 at 2:00 PM.

Entry No. 11

Items for Future Agenda

- a. County Comm van to be brought to the December Board meeting
- b. UCD Fire discussion: YECA has been approached to provide dispatch services

Meeting was Adjourned 3:02 p.m.

MOTION: Lopez SECOND: McDonald

Minutes submitted by: Charles Keasler, Recording Secretary

STAFF REPORT

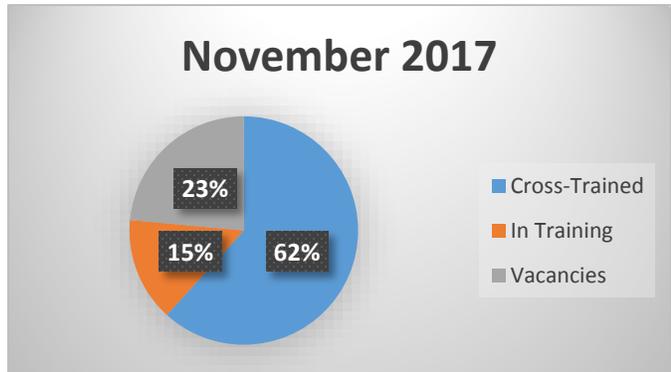
Agenda Item: 5 b

Date: November 1, 2017
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
From: Leah Goodwin, Operations Manager
Subject: September 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	7*
Dispatch Assistant	4	0
TOTAL	38	8



- a. Karissa Merrill successfully completed training on the Woodland Police console and has begun training on the Yolo County Sheriff/Winters Police console (2nd radio).
 - b. Shawanda Peoples successfully completed training on the Yolo County Sheriff/Winters Police console and is scheduled to begin training on the Woodland Police console December 18, 2017 (2nd radio).
 - c. Katie Gonzalez has completed training on the West Sacramento Police console and is has begun training on the fire console (4th radio).
 - d. Brenda Bryant has begun training on the Woodland Police Console (1st radio).
 - e. Kimberly Jillson is scheduled to begin training on the West Sacramento Police Console November 2, 2017 (1st radio).
 - f. Mindy Krantz has resigned, her last day is November 10, 2017 (call taking training completed).
2. * A Dispatcher II is in background with an anticipated departure at the end of November, bringing the total vacancies to 9 open positions end of Nov.

3. We have 6 applicants in the background portion of the selection process, successful applicants will begin in the in-house training academy January 21, 2018.
4. We have begun recruitment activities for the next scheduled in-house academy in June 2018 and plan for a 3rd academy in October 2018.

Statistical Information:

Monthly Phone Statistics:

Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
7 Digit Emergency	563	629	593	615	700	750	977	820	835	6,482
911	3,206	3,576	4,175	4,026	4,445	4,813	5,195	4,831	4,593	34,267
WSP Non-Emerg	3,631	4,142	4,862	4,405	5,156	4,677	4,537	4,435	4,167	40,012
WDP Non-Emerg	3,548	4,137	4,739	4,845	5,302	5,257	5,727	5,536	5,423	44,514
Yolo Non-Emerg	1,602	1,769	1,975	1,785	1,958	1,888	2,540	2,372	2,373	18,262
WNP Non-Emerg	354	399	372	436	498	422	362	407	452	3,702
Comm Non-Emerg	2,814	3,207	3,845	3,378	3,818	3,833	3,027	3,066	2,938	29,926
AMB	119	123	114	120	120	134	140	132	105	1,107
Outgoing	5,185	5,642	6,041	5,881	5,986	6,671	6,373	6,433	6,312	54,524
TOTAL	21,022	23,624	26,716	25,491	28,373	28,445	28,878	28,032	27,198	237,779

Monthly CAD Events:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD	% change
Yolo County	3,658	3,202	3,632	3,363	3,384	3,154	2,964	3,120	3,432	29,909	9%
Woodland	5,085	4,682	5,868	5,500	6,319	6,192	6,177	6,522	5,983	52,328	-8%
Winters	658	573	581	518	644	522	575	590	630	5,291	6%
West Sacramento	5,969	5,267	6,002	5,757	6,129	6,268	6,342	6,673	5,963	54,370	-10%
Animal Control	671	592	710	759	779	784	722	727	698	6,442	-4%
Yocha Dehe	36	38	35	35	37	36	40	33	39	329	15%
Arbuckle	31	24	27	34	43	36	42	40	46	323	13%
Misc						59	46	67	61		-9%
TOTAL	16,108	14,378	16,855	15,966	17,335	17,051	16,908	17,772	16,852	149,225	-5%

Fire CAD Events:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	YTD	% change
Medical	1,109	887	950	994	1,045	1,045	993	987	952	8,962	-4%
Other Fire	1,202	1,085	1,579	1,362	1,365	1,298	1,172	1,091	1,304	11,458	16%
TOTAL	2,311	1,972	2,529	2,356	2,410	2,343	2,165	2,078	2,256	20,420	8%

CLETS Inquires>Returns:

	Jan	Feb	March	Apr	May	Jun	July	Aug	Sep	YTD
Inquiries	34,023	33,434	31,792	35,394	36,464	35,698	35,658	39,572	38,237	320,272
Returns Read	54,986	54,034	51,380	57,202	58,931	57,693	57,628	63,954	61,796	517,604

Confidential Records Requests (Audio & CAD Print out):

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD	% change
Requests Processed	90	61	150	114	134	129	122	125	65	990	-48%

After-Hours Records Entries:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Agency	Entries	% change	YTD								
WDP	366	392	576	401	321	430	343	507	442	-13%	3,778
WNP	14	8	26	5	14	6	22	6	44	86%	145
WSP	402	299	249	326	368	366	309	451	370	-18%	3,140
TOTAL	781	699	851	732	703	802	674	964	856	-11%	7,062

Employee Recognition:

August & September Gold Board winners: Katie Gonzalez and Krista Bryant, both acknowledged for providing exceptional teamwork, Krista was also recognized for providing quality training to Mindy.

Also recognized for their efforts: Traci Fitzsimmons, Scott Fletcher, Irina Kinda, Elaine Maher, Elaine Helphingstine-Savage, Kimberly Jillson, Laura Swink, Craig Priester, Kristen Root, Tammy Leggins, Brenda Bryant, Maria Bigham, Kim Maynard, Karissa Merrill, Shay Peoples, Chris Brewer, Melissa Romero, Maria Roa, Amanda Garrison, Dave Hetland, Kim Soares, Scott Roberson, Molly Scott, Mayra Berumen-Perez, Nadia Wasilevsky and Billy Keen.

Projects:

1. Training Committee/ Training Officer Program
2. Tactical Dispatcher Program
3. EMD-QA Implementation
 - a. IOP Revisions
 - b. Cardiac calls being reviewed
 - i. September calls reviewed.
4. IOP Review
 - a. Recruitment/Selection
5. Policy Manual Revisions/Re-format
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.
8. ENP
9. Recruitment Plan
 - a. Applicants in background for January 2018 academy.
 - b. Recruitment begun for June 2018 academy.
 - c. October 2018 academy planned.
10. Staffing Study
11. 2017 In-Service Training Plan
 - a. Post-fire season classroom training (October completed)
 - b. Winter Law procedures in-service training (in development)
12. ROSS Training
13. Mentoring Program
14. Radio Procedures Training
 - a. WSP Sergeant's meeting completed.
 - b. WSP In-service training scheduled for December.
15. Work analysis.

Agenda Item: 5.c

YECA BUDGET MANAGEMENT SUMMARY

2017 / 2018 As of 10/25/17

	8% JUL-17	17% AUG-17	25% SEPT-17	33% OCT-17	42% NOV-17	50% DEC-17	58% JAN-18	67% FEB-18	75% MAR-18	83% APR-18	92% MAY-18	100% JUN-18
360 360-1 ADMINISTRATION												
Appropriations	\$ 2,383,473	\$ 2,383,473	\$ 2,383,473	\$ 2,383,473	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 101,557	\$ 242,728	\$ 316,144	\$ 427,128	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	4%	10%	13%	18%	0%	0%	0%	0%	0%	0%	0%	0%
360 360-2 OPERATIONS - DISPATCH												
Appropriations	\$ 4,084,834	\$ 4,084,834	\$ 4,084,834	\$ 4,084,834	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 233,023	\$ 841,507	\$ 969,892	\$ 1,201,224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	6%	21%	24%	29%	0%	0%	0%	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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 334,580	\$ 1,084,235	\$ 1,286,036	\$ 1,628,351	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 6,133,727	\$ 5,384,072	\$ 5,182,271	\$ 4,839,956	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	5%	17%	20%	25%	0%	0%	0%	0%	0%	0%	0%	0%
Estimated Revenue	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Revenue	\$ 5,975,100	\$ 4,217,075	\$ 4,154,436	\$ 3,682,653	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	8%	35%	36%	43%	0%	0%	0%	0%	0%	0%	0%	0%