AGENDA
REGULAR MEETING
YECA GOVERNING BOARD
Wednesday, Dec 2, 2026
2:00 P.M. Public Session

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

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. Board Chair Steve Binns retirement resolution after serving seven years on the YECA Board

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 Nov 4, 2026 Regular Meeting
    b. Operations Division Report
    c. Current Year Budget Status Update
    d. FY27 Records Destruction Request

6. **YECA & Yolo County Agreement for Shared Radio Site & Costs – Voted Item**
    a. Staff summary providing agreement details for shared costs to co-locate at the Yolo County Landfill radio site

7. **YECA Roof Replacement Project Status Update – Info Only**

8. YECA Emergency 9-1-1 Phone System Replacement Presentation Funded by State – Info Only

9. Elections for YECA Chair & Vice-Chair Positions – Voted Item

10. Proposed Next Scheduled JPA Board Meeting TBD

11. Items for Future Meeting Agenda

12. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before November 25, 2026 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

If you are a person with a disability and you need disability related accommodations to attend the meeting, please contact Tianna Dumas at (530) 666-8900 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
November 4, 2026
2:00 P.M.
Minutes

The YECA Governing Board met on Wednesday November 4th, 2026, at the Yolo Emergency Communications Agency, 35 N Cottonwood St. – Conference Room, Woodland. Board Chair Binns called the meeting to order at 2:02pm.
PRESENT: Primary Board Members: Dena Humphrey, YECA Executive Director, Steve Binns, City of West Sacramento, Tom Lopez, Yolo County, Kim McKinney, City of Woodland, Shawn Kinney, Yocha Dehe Wintun Nation
Absent: Jack Snyder, City of Winters

Entry No. 2
Minute Order No. 2026-14
Approval of the Agenda - Approved

MOTION: Lopez SECOND: Kinney AYES: Binns, Kinney, McKinney, Lopez Absent: Snyder

Entry No. 3
Announcements- West Sacramento Fire Chief and YECA Board Chair Steve Binns announced he will be retiring at the end of December.

Entry No. 4
Public Comment – None

Entry No. 5
Minute Order No. 2026-15
Approval of Consent Agenda – Approved – item 5b. pulled from the Consent Agenda for discussion over the great success of the newly improved academy structure

a. Approval of the Minutes from the June 17, 2026, Regular and June 25, 2026 Special Meeting
b. Operations Division Report
c. Current Year Budget Status Update
d. 2026 2nd & 3rd Quarter Law & Fire Dispatch to Que Call Stats
e. FY27 Budget Adjustment

MOTION: Lopez SECOND: McKinney AYES: Binns, Kinney, McKinney, Lopez Absent: Snyder

Entry No. 6
Minute Order No. 2026-16
YECA Radio & Microwave Upgrade Status Update & Equipment Items Approval- Approved
Staff providing project details for YECA's microwave and radio infrastructure replacement, along with recommended purchase for project:

a. Authorization to purchase additional equipment & services for microwave project

Charles Keasler, IT Manager, presented a slide show with the current project status for the Radio and Microwave Upgrade along with recommended purchase. Below is a summary of the presentation:

Radio Project Update
- 90% design completion

- FCC Licensing – 11 GHz
- Site Surveys Complete
- 30K Antenna change order - for additional cables & antennas
- 100K DC Power Plants (4 Sites) – sites are Woodland Stations 2&3, Woodland PD, Yolo County Landfill
- 75K Network Switching – additional ports for radio connectivity
- Yolo Landfill Tower/Shelter sharing MOU

Anticipated Schedule- Equipment Order November 2026, Factory Acceptance Testing- December 2026, Install March 2027

LMR Upgrade (Tait Radios)

- Frequency Planning + Coordination
- WPW + Yolo LG channel changes
- FCC Licensing
- YSO2 addition
- Site Frequency Surveys – Woodland PD Interference/Noise
- Physical upgrades Station 3
- System design approximately 60%

Anticipated Schedule- Design review December 2026, Equipment Order January 2027

Microwave Project – 90% ready to order
LMR – 60% ready to order

MOTION: Lopez SECOND: McKinney AYES: Binns, Kinney, McKinney, Lopez Absent: Snyder

Entry No. 7
Next Scheduled JPA Board Meeting Date December 2, 2026

Entry No. 8
Items for Future Meeting Agenda

a. YECA Roof Update
b. 9-1-1 Phone System Replacement Project – State Funded

Entry No. 9
Meeting Adjourned at 2:41pm
Minutes submitted by Tianna Dumas

STAFF REPORT

Agenda Item: 5.b

Date: December 2, 2026

To: YECA Governing Board

Thru: Dena Humphrey, Executive Director

From: Vanesa Hoyt, Operations Manager

Subject: October 2026 Operations Division Report

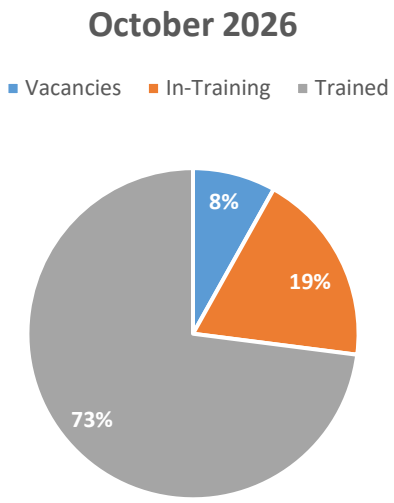
Recommendation: No action required; information only.

Summary: Operations staff is currently engaged in the following:

Staffing:

1. Out of 37 funded operations positions:

Classification	Filled	Funded	Vacant
Operations Manager	1	1	0
Dispatch Supervisor	3	3	0
Dispatcher III	4	5	1
Dispatcher I/II	25	26	1
Dispatch Assistant	1	2	1
TOTAL	34	37	3



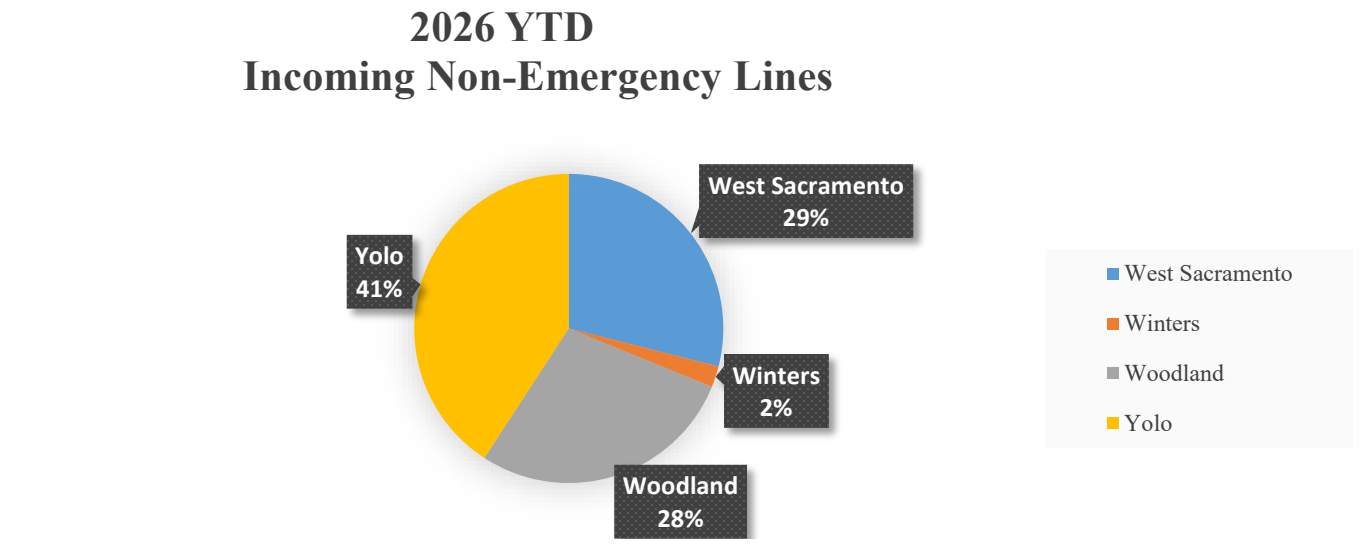
2. Trainee Progress Updates:
   - Julian Garcia has completed training on the WSP radio (2nd console).
   - Six new hires have completed the call-taking phase of training: Siena King, Jordan Drefs, Desiree Santillan, Crystal Riley, Megan Wright, and Kandra Nuckolls. All six have been scheduled to begin training on their first channel in January 2027.

3. Three candidates are advancing through the background investigation process. The Dispatch Academy is scheduled for March 2027.

Statistical Information:

Monthly Phone Statistics:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	YTD
9-1-1	4,401	3,865	4,711	4,142	5,072	4,998	5,287	5,136	5,003	4,920	47,535
7-Digit Emergency	765	681	698	733	842	802	753	736	796	861	7,667
AMR	98	74	104	86	115	85	115	89	96	72	934
West Sacramento	3,232	2,831	3,346	3,211	3,610	3,512	3,615	3,568	3,294	3,384	33,603
Winters	291	209	248	253	222	285	274	242	277	268	2,569
Woodland	3,117	2,332	3,323	2,930	3,402	3,481	3,555	3,528	3,373	3,457	32,498
Yolo	4,482	4,692	5,015	4,698	4,633	4,786	4,909	4,581	4,750	4,811	47,357
Outgoing	4,344	3,867	4,588	3,980	4,779	4,515	5,036	4,722	4,907	4,720	45,458
TOTAL	**20,730**	**18,551**	**22,033**	**20,033**	**22,675**	**22,464**	**23,544**	**22,602**	**22,496**	**22,493**	**217,621**

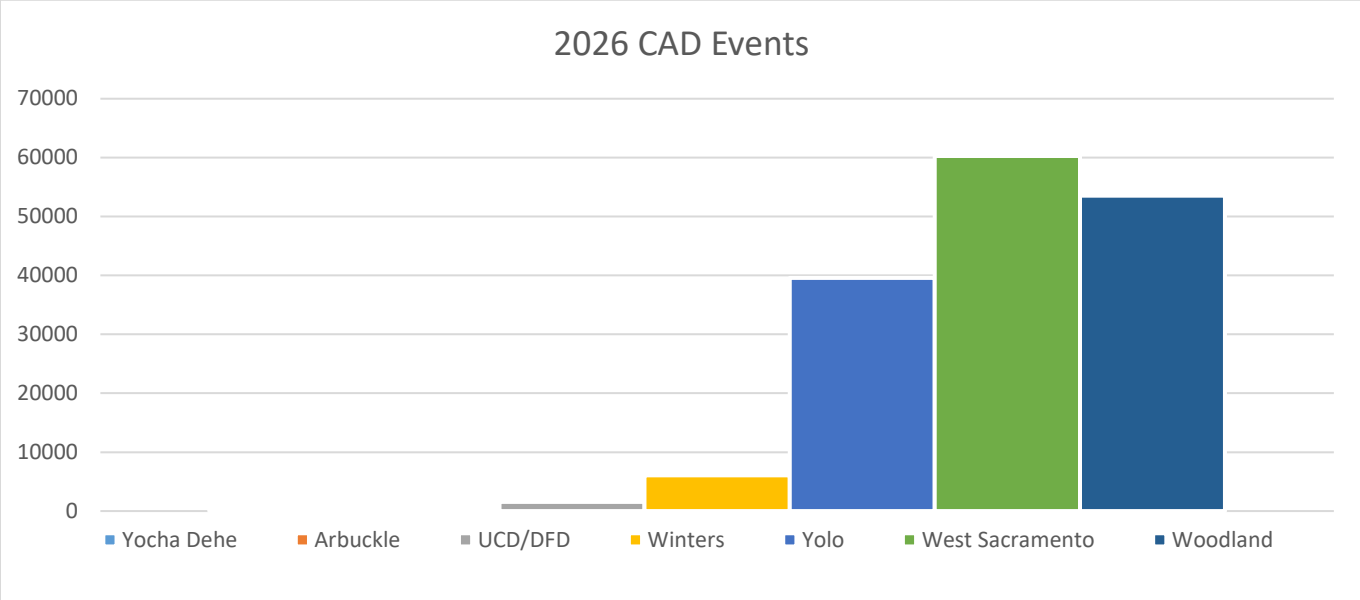


Monthly CAD Events:

Agency/CAD Events by Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	YTD
West Sacramento											
Law	4,412	4,304	4,807	4,396	4,870	4,676	5,017	5,129	4,933	4,713	47,257
Fire	346	349	396	382	451	459	448	392	409	387	4,019
Medical	606	536	598	570	589	612	658	628	608	623	6,028
Animal Control	226	214	272	290	277	263	270	234	248	231	2,525
Public Works/Support	38	25	38	54	55	37	51	36	55	45	434
TOTAL	**5,628**	**5,428**	**6,111**	**5,692**	**6,242**	**6,047**	**6,444**	**6,419**	**6,253**	**5,999**	**60,263**
Winters											
Law	352	362	547	462	439	515	478	494	468	445	4,562
Fire	39	52	66	85	70	45	51	54	50	51	563
Medical	50	50	52	53	60	66	80	79	57	55	602
Animal Control	23	28	25	44	35	33	31	24	28	25	296
Public Works/Support	5	5	6	8	5	6	6	8	11	3	63
TOTAL	**469**	**497**	**696**	**652**	**609**	**665**	**646**	**659**	**614**	**579**	**6,086**
Woodland											
Law	4,190	3,562	4,065	3,616	4,254	4,510	5,036	4,596	4,382	4,082	42,293
Fire	296	244	300	250	343	333	368	326	297	293	3,050
Medical	509	429	540	498	529	510	502	493	492	520	5,022
Animal Control	227	192	273	293	307	248	312	250	264	275	2,641
Public Works/Support	52	27	34	39	85	51	64	54	55	52	513
TOTAL	**5,274**	**4,454**	**5,212**	**4,696**	**5,518**	**5,652**	**6,282**	**5,719**	**5,490**	**5,222**	**53,519**
YSO											
Law	2,707	2,468	2,771	2,690	2,747	2,566	2,601	2,772	2,265	2,296	25,883
Fire	373	571	728	513	550	520	473	426	495	590	5,239
Medical	67	81	84	98	92	107	101	82	119	89	920
Animal Control	277	242	265	292	291	251	279	314	297	307	2,815
Public Works/Support	534	448	494	531	483	462	449	412	478	418	4,709
TOTAL	**3,958**	**3,810**	**4,342**	**4,124**	**4,163**	**3,906**	**3,903**	**4,006**	**3,654**	**3,700**	**39,566**

Agency/CAD Events by Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	YTD
Yocha Dehe											
Fire	12	11	11	18	12	20	21	15	17	17	154
Medical	36	26	26	37	29	24	25	30	31	37	301
TOTAL	**48**	**37**	**37**	**55**	**41**	**44**	**46**	**45**	**48**	**54**	**455**
Arbuckle											
Fire	11	15	19	12	41	21	31	15	29	31	225
Medical	16	19	20	18	27	19	17	26	22	30	214
TOTAL	**27**	**34**	**39**	**30**	**68**	**40**	**48**	**41**	**51**	**61**	**439**
UCD/DFD											
Fire	85	57	84	93	111	95	94	74	74	101	868
Medical	69	90	57	89	93	52	35	30	64	124	703
TOTAL	**154**	**147**	**141**	**182**	**204**	**147**	**129**	**104**	**138**	**225**	**1,571**
GRAND TOTAL	**15,558**	**14,407**	**16,578**	**15,431**	**16,845**	**16,501**	**17,498**	**16,993**	**16,248**	**15,840**	**161,899**

YTD CAD Events by Agency:



CLETS Inquiries/Returns:

Query Count by Agency

WDP	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	YTD
Inquiries	3,172	2,779	3,188	3,221	4,050	4,036	4,789	4,052	3,818	3,774	36,879
Returns	16,598	14,207	16,559	16,483	22,418	21,803	24,765	22,423	20,401	20,280	195,937
WNP	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEP**	**OCT**	**YTD**
Inquiries	195	279	518	366	306	410	405	407	466	435	3,787
Returns	941	1,703	2,592	1,931	1,400	1,755	1,890	2,105	2,333	1,847	18,497
WSP	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEP**	**OCT**	**YTD**
Inquiries	3,358	3,401	2,510	2,322	1,648	1,953	1,718	2,314	1,911	1,176	22,311
Returns	16,799	15,724	11,937	11,343	8,459	10,574	8,390	12,042	9,726	5,956	110,950
YSO	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEP**	**OCT**	**YTD**
Inquiries	2,949	2,941	3,057	3,220	3,287	2,915	3,271	3,036	2,389	2,444	29,509
Returns	15,781	14,748	15,375	16,338	16,922	14,641	17,162	15,588	12,845	13,063	152,463
TOTAL	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEP**	**OCT**	**YTD**
Inquiries	**9,674**	**9,400**	**9,273**	**9,129**	**9,291**	**9,314**	**10,183**	**9,809**	**8,584**	**7,829**	**92,486**
Returns	**50,119**	**46,382**	**46,463**	**46,095**	**49,199**	**48,773**	**52,207**	**52,158**	**45,305**	**41,146**	**477,847**

Confidential Records Requests (Audio and CAD Printouts):

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	YTD
19	21	26	18	16	19	12	23	28	33	**215**

Text to 9-1-1:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	YTD
18	16	12	16	33	20	19	27	24	35	220

IROC (Fire- Interagency Resource Ordering Capability):

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	YTD
IROC Fill Orders	0	0	0	0	0	9	16	21	7	0	53
IROC Updates	0	3	0	0	0	1	0	1	0	0	5

9-1-1 Answering Times: *In the busiest hour; 90% of 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)	Jan (1400)	Feb (1400)	Mar (1900)	Apr (1500)	May (1300)	Jun (1700)	Jul (2100)	Aug (1400)	Sep (1800)	Oct (1700)	YTD
0-10 seconds	94.08%	97.07%	98.26%	98.88%	94.96%	94.44%	94.95%	94.44%	94.51%	93.495	95.51%
0-15 seconds	97.56%	99.58%	100%	99.63%	99.70%	99.38%	98.42%	99.12%	99.09%	99.11%	99.16%
0-20 seconds	97.91%	100%	100%	100%	99.70%	100%	99.68%	100%	99.70%	99.41%	99.52%

Projects:

1. Leadership Development Training

    a. The Leadership Pilot Program is scheduled to resume in 2027, with a focus on developing internal leadership opportunities.

2. Disaster Recovery and Preparedness

    a. Continuing staff training on evacuation procedures, tactical dispatch, and call-out protocols.

3. Succession Planning

    a. Continuing efforts to strengthen internal development and ensure coverage for critical positions.

4. 2026 In-Service Training

    a. Wrapping up the 2026 Law Enforcement In-Service Training.

5. NG9-1-1 / CPE Upgrade

    a. Continuing coordination on Phase 2 NG9-1-1 integration.
    b. Working to finalize the 2027 Vesta maintenance agreement.
    c. Reviewing options for the next CPE system upgrade through CalOES.

6. Employee Evaluation Model

    a. Updating and standardizing employee performance evaluation forms across classifications.

7. Employee Wellness Program

    a. Continuing to support employee wellness through the Cordico Wellness app and Peer Support Program.

8. Artificial Intelligence for Non-Emergency Calls

    a. Exploring AI technology and associated costs for handling non-emergency calls.

Agenda Item: 5.c

YECA BUDGET MANAGEMENT SUMMARY

2026 / 2027 As of 11/01/2026

			8% JUL-26	17% AUG-26	25% SEPT-26	33% OCT-26	42% NOV-26	50% DEC-26	58% JAN-27	67% FEB-27	75% MAR-27	83% APR-27	92% MAY-27	100% JUN-27
B/U	30	ADMINISTRATION												
		Appropriations	**$ 2,745,727**	**$ 2,745,727**	**$ 2,745,727**	**$ 2,745,727**	**$ 2,745,727**	**$ 2,745,727**	**$ 2,745,727**	**$ 2,745,727**	**$ 2,745,727**	**$ 2,745,727**	**$ 2,745,727**	**$ 2,745,727**
		Encumbrances	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Expenditures	$ 458,887	$ 632,242	$ 805,029	$ 971,030	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Unencumbered	$ 2,286,840	$ 2,113,485	$ 1,940,698	$ 1,774,697	$ 2,745,727	$ 2,745,727	$ 2,745,727	$ 2,745,727	$ 2,745,727	$ 2,745,727	$ 2,745,727	$ 2,745,727
		Percent Expended	*17%*	*23%*	*29%*	*35%*	*0%*	*0%*	*0%*	*0%*	*0%*	*0%*	*0%*	*0%*
B/U	40	OPERATIONS - DISPATCH												
		Appropriations	**$ 5,832,278**	**$ 5,832,278**	**$ 5,832,278**	**$ 5,832,278**	**$ 5,832,278**	**$ 5,832,278**	**$ 5,832,278**	**$ 5,832,278**	**$ 5,832,278**	**$ 5,832,278**	**$ 5,832,278**	**$ 5,832,278**
		Encumbrances	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Expenditures	$ 1,051,947	$ 1,430,732	$ 1,809,189	$ 2,170,037	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Unencumbered	$ 4,780,331	$ 4,401,546	$ 4,023,089	$ 3,662,241	$ 5,832,278	$ 5,832,278	$ 5,832,278	$ 5,832,278	$ 5,832,278	$ 5,832,278	$ 5,832,278	$ 5,832,278
		Percent Expended	*18%*	*25%*	*31%*	*37%*	*0%*	*0%*	*0%*	*0%*	*0%*	*0%*	*0%*	*0%*
B/U	50	INFORMATION TECHNOLOGY												
		Appropriations	**$ 954,350**	**$ 954,350**	**$ 954,350**	**$ 954,350**	**$ 954,350**	**$ 954,350**	**$ 954,350**	**$ 954,350**	**$ 954,350**	**$ 954,350**	**$ 954,350**	**$ 954,350**
		Encumbrances	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Expenditures	$ 149,266	$ 200,243	$ 571,092	$ 598,999	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Unencumbered	$ 805,084	$ 393,480	$ 383,258	$ 355,351	$ 954,350	$ 954,350	$ 954,350	$ 954,350	$ 954,350	$ 954,350	$ 954,350	$ 954,350
		Percent Expended	*16%*	*21%*	*60%*	*63%*	*0%*	*0%*	*0%*	*0%*	*0%*	*0%*	*0%*	*0%*
B/U	72	CAPITAL												
		Appropriations	**$ 835,500**	**$ 835,500**	**$ 835,500**	**$ 835,500**	**$ 835,500**	**$ 835,500**	**$ 835,500**	**$ 835,500**	**$ 835,500**	**$ 835,500**	**$ 835,500**	**$ 835,500**
		Encumbrances	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Expenditures	$ -	$ -	$ 15,426	$ 27,903	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Unencumbered	$ 835,500	$ 835,500	$ 820,074	$ 807,597	$ 835,500	$ -	$ -	$ 835,500	$ -	$ 835,500	$ 835,500	$ 835,500
		Percent Expended	*0%*	*0%*	*2%*	*3%*	*0%*	*0%*	*0%*	*0%*	*0%*	*0%*	*0%*	*0%*
		TOTAL Appropriations	**$ 10,367,855**	**$ 10,367,855**	**$ 10,367,855**	**$ 10,367,855**	**$ 10,367,855**	**$ 10,367,855**	**$ 10,367,855**	**$ 10,367,855**	**$ 10,367,855**	**$ 10,367,855**	**$ 10,367,855**	**$10,367,855**
		Encumbrances	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Expenditures	$ 1,660,099	$ 2,263,217	*$ 3,200,735*	*$ 3,767,969*	$ -	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
		Unencumbered	*$ 8,707,756*	*$ 8,104,638*	*$ 7,167,120*	*$ 6,599,886*	*$ 10,367,855*	*$ 10,367,855*	*$ 10,367,855*	*$ 10,367,855*	*$ 10,367,855*	*$ 10,367,855*	*$ 10,367,855*	*10,367,855*
		Percent Expended	*16%*	*22%*	*31%*	*36%*	*0%*	*0%*	*0%*	*0%*	*0%*	*0%*	*0%*	*0%*
		TOTAL Estimated Revenue	**$ 10,367,855**	**$ 10,367,855**	**$ 10,367,855**	**$ 10,367,855**	**$ 10,367,855**	**$ 10,367,855**	**$ 10,367,855**	**$ 10,367,855**	**$ 10,367,855**	**$ 10,367,855**	**$ 10,367,855**	**$10,367,855**
		Realized Revenue	$ 403,367	$ 407,162	$ 423,494	$ 4,826,921	$ 400,000	$ 400,000	$ 400,000	$ 400,000	$ 400,000	$ 400,000	$ 400,000	$ 400,000
		Unrealized Revenue	$ 9,964,488	$ 9,960,693	$ 9,944,361	$ 5,540,934	$ 9,967,855	$ 9,967,855	$ 9,967,855	$ 9,967,855	$ 9,967,855	$ 9,967,855	$ 9,967,855	$ 9,967,855
		Percent Realized	*4%*	*4%*	*4%*	*47%*	*4%*	*4%*	*4%*	*4%*	*4%*	*4%*	*4%*	*4%*

STAFF REPORT

Agenda Item: 5.d

Date: December 2, 2026

To: YECA Governing Board

From: Dena Humphrey, Executive Director

Subject: FY27 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 on the attached page, includes' 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 financial and personnel records:

Attachments:

- Inventory of records proposed for destruction

Records Retention Log — Board Approval Needed

Box Number	Records Description	Record Dates	Record Type	Retention Period	Destroy By Date
25	Applications & Interviews 2015-2016	various	HR	2 years	01/2018
23	Applications FY16-18, Interview Forms FY16-17, Dispatcher III applications + Interview Forms 2016	FY16-18	HR	2 years	08/2019
24	Applications + Interviews 2018, Applications 2017, Applications + Interviews 2016	FY16-FY18	HR	2 years	01/2021
19	Invoices FY14 A-R	FY14-15	Fiscal	5 years	01/2022
26	2015-2019 Applicants Not Selected	2015-2019	HR	2 years	01/2022
30	Sign-In Logs FY13/14, Approved Claims FY13/14, Invoices Q-Z FY13/14	FY13-14	Fiscal/Admin	7 years	01/2022
14	Invoices FY14/15, Journal Entries FY14/15, Approved Claims FY14	FY14-15	Fiscal	5 years	01/2023
22	Invoices FY15, Sign-in Logs Fy13/14, Approved Claims FY15, Altaris Billings FY 03-08	FY03, FY15	Fiscal	5 years	01/2023
10	Invoices FY18, Sign-in Log 2017	FY18	Fiscal	5 years	07/2023
11	Invoices FY17	FY17	Fiscal	5 years	07/2023
18	FY17 Invoices A-I, CalCard FY15/16	FY15-16	Fiscal	5 years	07/2023
39	FY 20 and FY 21 Budget, budget revisions and journal entries	07/01/2019 - 06/30/2021	Finance - Accounting	AU+2	07/2023
12	Timesheets FY15/16 Payroll Register FY16	FY16	Payroll	7 years	01/2024
13	Invoices FY16, Approved Claims FY15/16	FY15-16	Fiscal	5 years	01/2024

Records Retention Log — Board Approval Needed

Box Number	Records Description	Record Dates	Record Type	Retention Period	Destroy By Date
16	Timesheets FY15/16	FY15-16	Payroll	7 years	01/2024
17	Deposit Permits FY15/16, Sign-in Logs FY15/16, Approved Claims FY15/16, Invoices FY15/16	FY15-16	Fiscal	5 years	01/2024
29	Timecards 2014-2016, May-August 2019 Applications, CalCard FY16-17	various	HR	7 years	01/2024
27	FY18/19 Deposits, Sign-in Log 2018-2019, Vendor Invoices FY19 A-Z, Claims FY19, CalCard FY 18/19, FY19 Year End Journal Entries	FY18-FY19	Fiscal	5 years	07/2024
6	FY20 Invoices A-J	FY20	Fiscal	5 years	06/2025
15	Deposit Permits FY17/18, Approved Claims FY18, CalCard Monthly Statements FY17/18, CalCard FY17/18, Year-End FY18, Claims FY17, Sign-in Logs 2016/2017, Deposit Permits FY16/17, Verizon FY17	FY16-18	Fiscal	5 years	07/2025
37	FY 21 Invoices, Infor and Asyst supporting documents. Purchase Orders.	07/01/2020 - 06/30/2021	Finance - Acctng/Purch	AU+4	07/2025
42	Accountant Applications/ Interview Packets -10/2021, 02/28/22, 04/14/22, 06/22, 07/22, 08/16/22 , Sr. Accounting Tech Applications/ Interview Packets 8/11/23, 10/17/23, Dispatcher I/II Applications/ Interview Packets 08/20, 08/21, 12/21, 01/21, 02/21, 07/21, 05/22, 01/23, 02/22, 05/22, Dispatcher III Recruitment Applications/ Interview Packets 9/21	various	HR	2 years	01/2025
45	Dispatcher I/II Applications/ Interview Packets 03/22, 05/22, 09-10/22, 02-04/24, 02/23, 05/23, Accountant II Applications/ Interview Packets 08/22, 04/23 (partial box)	various	HR	2 years	06/2025

Records Retention Log — Board Approval Needed

Box Number	Records Description	Record Dates	Record Type	Retention Period	Destroy By Date
31	Timesheets FY18	FY18	Payroll	7 years	01/2026
32	CalCard FY19-20, Timesheets FY14-15	FY14-15, 19-20	Payroll/Fiscal	7 years	01/2026
33	Timesheets FY17-18	FY17-18	Payroll	7 years	01/2026
43	Accountant Application/ Interview Packets 09-10/21, 03-04/23, 07-09/23, Dispatcher I/II Applications & Interview Packets 07/-08/2014, 08-12/19, 01/20, 10/20, 03/20, 08/21, 01/23, 08/23, 12/23	various	HR	2 years	01/2026
44	Dispatcher I/II Applications/ Interview Packets 09/16, 11/18, 01/19, 07-09/19, 01-02/20, 08-10/20, 04-05/23, 08/23, 12/23 Dispatcher III 07/19, Sr. Accounting Tech Applications/ Interview Packets 01-02/22, 08/23	various	HR	2 years	01/2026
4	Claims FY20, Visitor Sign-In Log 2019/2020 Vendor Invoices E-Z	FY20, FY23	Fiscal	5 years	06/2026
34	FY 22 Invoices, Infor and Asyst supporting documents	07/01/2021 - 06/30/2022	Finance - Accounting	AU+4	07/2026
35	FY 22 Invoices, Infor and Asyst supporting documents	07/01/2021 - 06/30/2022	Finance - Accounting	AU+4	07/2026
38	FY 21 and FY 22 Invoices, Infor and Asyst supporting documents	07/01/2020 - 06/30/2022	Finance - Accounting	AU+4	07/2026
58	Payroll Timesheets PPE 2/4/17 - PPE 6/24/17	02/04/2017 - 06/24/2017	Payroll	7 years	07/2024
59	Payroll Timesheets PPE 6/25/16 - PPE 01/21/17	06/25/2016 - 01/21/2017	Payroll	7 years	02/2024

Background File Retention Schedule - Retention Gov Code 12946

Name	Destroy Date
Ame Minnick	10/2007
Bonnie Chandler	03/2013
Brandy Hoffman	08/2017
Stephanie Roob	08/2017
Jodie Farrell	09/2017
Gabriela Lopez	11/2019
Craig Priester	06/2020
Emily Lourenzo	08/2020
Bethany Grace	01/2022
Madison Bowers	01/2023
Kim Soares	11/2023
Rachael Nakasu	11/2023
Mayra Berumen-Perez	01/2024
Stephanie Treloar	02/2024
Aleyda Sandoval	05/2024
Natalie Lorenzo	06/2024
Nichole Nari	06/2024
Anayeli Cordova	08/2024
Noelle Cottrell	08/2024
Lauren Katz	09/2024
Arvonne Evans	11/2024
Yonita Strother	11/2024
Molly Scott	11/2024
Karissa Merrill	11/2024
Kristina Severon	12/2024
Eloise Austin	01/2025
Kristina Baker	02/2025
Nelanne Bergeron	03/2025
Christine Haggins	04/2025
Andrea Whiteman	04/2025
Michelle Pineda	04/2025
Tiffany Perez	04/2025
Rachel Vansickle	05/2025
Elyse Polis	06/2025
Savanna DeLaPaz	06/2025
Cecilia Zaragoza	06/2025

Karina Zainasheff	08/2025
Chelsea Page	09/2025
Christina McDuffey	09/2025
Nicole Harris	11/2025
Nicole LoBese	11/2025
Amanda Mattila	11/2025
Teri Caughie	11/2025
Marisol Navarro	12/2025
Elaine Maher	12/2025
Jennifer Koch	12/2025
Rebecca Moncada	12/2025
Marissa Wright	12/2025
Maria Bigham	12/2025
Breana Nelen	01/2026
Lauren Cardiel	01/2026
Marissa Wittman	03/2026
Manpreet Nagra	04/2026
Jessica Van Bockern	04/2026
Corina Carrillo-Macias	07/2026
Romney Allen	07/2026
Daniel Barrera	08/2026
Davis Ellis	10/2026

STAFF REPORT

Agenda Item: 6.a

Date: December 2, 2026

To: YECA Governing Board

From: Dena Humphrey, Executive Director

Subject: YECA & Yolo County Agreement for Shared Radio Site & Expenses – Voted Item

Recommendation: To approve co-locating and sharing ongoing costs with Yolo County for the Landfill Radio Site MOU

Currently, the Port of Sacramento is having microwave path issues reaching the Clarksburg radio site location due to community growth in West Sacramento south of the radio site. Large trees have grown into the path, causing ongoing issues. This site also has VHF issues, due to the use of grain silos, as the tower YECA's antennas are mounted on.

The size and density of these silos cause shadows and dead space, where our antenna system cannot cover the area appropriately. Additionally, we have had coverage issues south of Woodland and between Davis and Winters on the YSO Primary, Green Fire, and other tactical channels.

Given YECA is replacing its Microwave and LMR radio system, this makes it a great opportunity to look at this new radio site. The Yolo County Landfill is a ready-made site that the County is under utilizing. YECA staff spoke to Yolo County Telecomm and they have been open to sharing the site and maintenance costs. Further discussions, site walks, and engineering confirms this site to be better suited for YECA's use. The shared cost for this site is an estimated $10k, per year. If feasible, YECA would condemn the Port of Sacramento site currently paying $9k, per year to offset new costs.

Memorandum of Understanding and Non-Exclusive License Agreement for Communications Tower and Shelter at Yolo County Central Landfill

This Memorandum of Understanding and Non-Exclusive License Agreement (herein referred to as "MOU") is made and entered into this 11/6/2026, by and between the County of Yolo (herein referred to as County) and Yolo Emergency Communications Agency (herein referred to as YECA). The County and YECA may be referred to collectively as "Parties" or in singular as "Party" as the context requires.

Site Name/Location: Yolo County Landfill, 44090 County Road 28H

1. **Purpose**

This MOU establishes the terms and conditions under which County and YECA will, pursuant to a non-exclusive license granted by County to YECA, jointly share and operate communications infrastructure at the above-referenced site. This includes the radio tower, communications shelter, battery backup systems, antennas, and associated power and environmental systems. County may enter into similar MOUs with one or more additional parties provided that such agreements do not materially impair the rights, duties, and obligations of YECA under this MOU.

2. **Ownership**
   - **a.** The site, tower structure, existing shelter, and any pre-installed infrastructure are owned by County unless otherwise agreed in writing.
   - **b.** Any new equipment installed by YECA, including racks, antennas, and battery backup components, will remain the property of YECA unless otherwise agreed in writing.

3. **Scope of Use**
   - **a.** YECA is permitted to install the following within the shelter:
     - **i.** Equipment racks
     - **ii.** Radio and networking equipment
     - **iii.** Battery backup modules compatible with the site's existing system or a standalone system.
   - **b.** YECA is permitted to add antennas and transmission lines to the existing tower, subject to structural approval by County and compliance with all regulatory requirements.
   - **c.** All work to add, maintain, or repair YECA equipment and facilities shall be performed by YECA approved appropriately licensed and insured contractors and in

compliance with all applicable requirements and permits. While not anticipated as of the commencement of this MOU, to facilitate its approval of proposed additions or changes in YECA equipment, County reserves the right to require third-party review at YECA's sole cost and expense as necessary to ensure safety and regulatory compliance.

d. **Interference.** YECA's rights under this MOU may not interfere with Landfill operations, including any need to relocate the tower and shelter for safety, emergency, or operational reasons. Further, and subject to the paramount rights of the Landfill with respect to matters affecting its operations, neither Party shall operate equipment that causes harmful interference with the other Party's previously installed communications equipment. The Party whose equipment was most recently installed or modified shall promptly eliminate any such interference and, if it is not eliminated within 10 days, shall cease operating the interfering equipment (except for intermittent testing) until resolved. County may authorize other public agency users at the Site subject to this Section.

4. Cost Sharing

a. YECA Share. YECA shall pay the percentage of Shared Site Costs stated in Exhibit A ("YECA Share"). The Parties shall review the YECA Share annually, and either Party may request an adjustment when equipment is added or removed or metering data becomes available. Adjustments may be documented by letter signed by the Parties' designated representatives.

b. Shared Site Costs means County's actual costs for (i) electrical service to the shelter and any related power monitoring or metering equipment; (ii) generator fuel, testing, maintenance, and repair; (iii) HVAC maintenance and repair; (iv) maintenance and replacement of shared battery backup components; (v) tower maintenance and structural repair; and (vi) replacement of the generator, HVAC system, or shelter electrical systems. Before committing to any non-emergency repair or replacement estimated to exceed $5,000, County shall consult with YECA.

c. Party-Specific Costs. Each Party shall bear 100% of costs (i) for structural analyses, tower or shelter modifications, and power or cooling capacity upgrades required to accommodate its equipment, (ii) to repair damage caused by it, its equipment, or its contractors, and (iii) to relocate equipment and facilities associated with the tower in the event County determines the tower must be relocated for safety, emergency, or operational reasons.

d. Invoicing. County shall invoice YECA quarterly with reasonable supporting documentation. YECA shall pay within 30 days of receipt. YECA shall identify any

disputed amount in writing within 30 days and pay the undisputed balance when due; disputes shall be resolved under Section 12, below.

5. **Maintenance Responsibilities**
   a. **Generator**
      i. The County shall maintain the generator, including scheduling service, repairs, and fuel supply.
   b. **HVAC / Air Conditioning**
      i. The County shall maintain the shelter's HVAC systems.
   c. **Battery Backup System**
      i. The battery backup system supporting both parties' equipment will be maintained jointly.
      ii. Replacement of batteries will be cost-shared proportionally based on the number of modules used or load supported by each party.
      iii. Battery additions by YECA must be compatible with the existing system and approved by the County unless YECA installs a separate accepted system, which shall be subject to prior County approval (which shall not be unreasonably withheld).
   d. **Tower Structure and Antenna Support**
      i. The County shall maintain the tower structure.
      ii. Each party is responsible for its own antennas and transmission lines.

6. **Access**
   a. Authorized personnel from both parties shall have reasonable access to the shelter and tower for maintenance and operations.
   b. YECA will provide a current list of authorized personnel (including personnel of any authorized contractor).
   c. All visitors must comply with site safety protocols and be escorted by an authorized employee or other designee of the Landfill after checking in at the scale house.
   d. All access requests, including after-hours or non-business-day access, will be routed through ITS. ITS will handle coordination with the landfill as needed

7. **No Warranty; Service Interruption; Risk of Loss.** YECA accepts the Site and its systems in their existing condition. County does not warrant the uninterrupted availability of electrical power, generator or battery backup, HVAC, or Site access, and shall not be liable for any interruption or degradation of YECA's communications or for any indirect or consequential damages, except to the extent caused by County's gross negligence or willful misconduct. YECA is solely responsible for determining whether

the Site meets its operational and redundancy requirements. Each Party bears the risk of loss or damage to its own equipment except to the extent caused by the other Party's negligence or willful misconduct.

8. **Compliance**
   a. Both parties agree to comply with all federal, state, and local regulations, including RF exposure, tower safety, electrical codes, and communications regulations. This includes, but is not limited to, air quality rules and regulations (e.g., YSAQMD stationary source permits, if required), hazardous substances handling and reporting requirements (e.g., 40 Code Fed Regs Part 171 releases, California spill-notification rules), OSHA telecommunications site safety rules, and any other permitting requirements.

9. **Indemnification.** Pursuant to Government Code section 895.4, each Party shall defend, indemnify, and hold harmless the other Party and its officers, employees, and agents from all claims, liabilities, losses, and expenses, including reasonable attorneys' fees, to the extent arising from (i) the negligent acts or omissions or willful misconduct of the indemnifying Party or its officers, employees, agents, or contractors in connection with this MOU, or (ii) the installation, operation, maintenance, or removal of the indemnifying Party's equipment. Where both Parties are at fault, responsibility shall be apportioned according to comparative fault. This Section survives termination.

10. **Insurance.** Each Party shall maintain general liability, property, and workers' compensation coverage, through commercial insurance, a risk-sharing pool, or self-insurance, adequate to meet its obligations under this MOU. Each Party shall require any contractor performing work at the Site to maintain commercial general liability and workers' compensation insurance in amounts acceptable to the County's Risk Manager, and to name both Parties as additional insureds.

11. **Amendment; Term and Termination**
    a. This MOU may be amended only by a written instrument approved by the respective governing bodies of the Parties or by other individuals authorized to execute any such amendment.
    b. This MOU remains in effect until terminated by either party with 180 days written notice.
    c. Upon termination, each party retains ownership of its equipment and is responsible for its removal within 90 days after termination of this MOU. Any damage caused by the removal of equipment shall be borne entirely by the responsible party. The

County may remove any equipment not timely removed by YECA under this provision and charge YECA the full cost of such work.

12. Dispute Resolution

a. Any disputes arising under this MOU will be resolved through good-faith discussions between designated representatives of both parties before pursuing any other remedies.

13. Notice

Any notice, demand, request, consent, or approval that either party hereto may or is required to give the other pursuant to this Agreement shall be in writing and shall be either personally delivered or sent by mail, addressed as follows:

TO YECA:

Charles Keasler
IT Manager
PO Box 8508
Woodland, CA 95776

Phone: (530) 666-8927
Email: ckeasler@yolo911.org

TO Yolo County:

Lee Gerney
Chief Technology Officer
120 W Main St
Woodland, CA 95695

Phone: (530) 406-5030
Email: lee.gerney@yolocounty.gov

14. No Third Party Beneficiaries; No assignment.

a. There are no third party beneficiaries of this MOU, and this MOU shall not be construed to create any third party beneficiary rights or any other rights of a similar character.

b. This agreement may not be assigned by YECA to any third party without the prior written approval of the County.

15. Counterparts. This MOU may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument, it being understood that all parties need not sign the same counterpart. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on

whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original signature. An electronic signature shall create a valid and binding obligation of the party executing with the same force and effect as if such electronic signature were a hard copy or original signature pursuant to Civil Code section 1633.7.

16. **Entire Agreement.** This MOU constitutes the entire agreement between the County and YECA and supersedes all prior negotiations, representations, or agreements, whether written or oral. In the event of a dispute between the Parties as to the language of this MOU or the construction or meaning of any term hereof, this MOU shall be deemed to have been drafted by the Parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this MOU.

IN WITNESS HEREOF, the parties have executed this Agreement the date and year first written above.

FOR Yolo County:

By:_____
Lee Gerney
Chief Technology Officer

By:_____
Tonia Murphy
Procurement Manager

APPROVED AS TO FORM:

By:_____
Philip J. Pogledich, County Counsel

FOR YECA:

By:_____
Dena Humphrey
Executive Director

Exhibit A: Shared Site Cost Allocation

Shared Site Maintenance Costs

Cost Category	Description	Total Annual Cost	COUNTY Share	YECA Share
Air Filter Supply	Microwave tower serviced twice a year	$50.21	$25.11	$25.10
Generator Maintenance	Microwave tower generator quarterly + annual service	$2750.00	$1375.00	$1375.00
Tower Licensing	Annual renewal fee for microwave tower	$477.00	$238.50	$238.50
Power Costs	Electrical Utility Costs	Variable	County will split actual costs 50/50	YECA will split actual costs 50/50
Landfill Ground Maintenance	Weed abatement, litter and debris removal	$2,400	$1,200	$1,200

Cost Variability. The costs set forth in this Exhibit A are based on the most current information available as of the Effective Date and are provided for budgeting and allocation purposes only. Actual Shared Site Costs may increase or decrease from year to year due to changes in vendor pricing, utility rates, maintenance requirements, regulatory fees, replacement costs, or other reasonably incurred expenses associated with operation and maintenance of the Site. YECA's payment obligation shall be its applicable YECA Share of the actual Shared Site Costs incurred by County, as adjusted from time to time in accordance with Section 4 (Cost Sharing) of this MOU