

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD**

**Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland, CA 95695
February 3, 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

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 December 2, 2015, Regular Meeting Pg. - 1
- b. Operations Division Report Pg. - 3
- c. Current Year Budget Status Update Pg. - 5
- d. 2015 Calls for Service Report Pg. - 6

6. Pulse Point Implementation Request on the behalf of YEMSA

- a. Yolo Emergency Medical Services Agency (YEMSA) Kristin Weivoda request letter to the JPA Board for consideration to implement Pulse Point. Pulse Point is a free cell phone application that notifies users of cardiac arrests in public areas. Pg. - 10
- b. YECA staff summary following up on the information requested by the JPA Board in aspects to the technical requirements and costs of implementing Pulse Point. Pg. 11

7. FY16/17 Budget Process – Informational Only

- a. FY16/17 Base Budget Summary Pg. - 12
- b. FY16/17 CIP Pg. - 14
- c. FY16/17 Proposed Position Table Pg.- 17
- d. FY16/17 Summary of Additional Proposed Costs & Fund Balance Pg. - 18

8. Closed Session

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


9. Next Scheduled JPA Board Meeting March 2, 2016

10. Items for Future Agenda

- a. FY16/17 Budget
- b. HR Coordinator Position Description

11. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before January 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
December 2, 2015
MINUTES**

The YECA Governing Board met on Wednesday, December 2, 2015 at the Yolo Emergency Communications Agency, Woodland CA. Chair Tom Lopez called the meeting to order at 2:06 p.m.

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

Entry No. 2

Public Comment

None

Entry No. 3

Announcements

Executive Director Dena Humphrey announced that Teri Lynn Caughie retired October 25, 2015 after serving 27 years as a 911/Public Safety Dispatcher with YECA.

Executive Director Dena Humphrey also announced that the new Vesta 911 phone equipment that was installed today was successful and the transition to the new phone system went smoothly.

Entry No. 4

Minute Order No. 2015-22: Approval of Agenda

The Agenda was approved as presented.

MOTION: Fredricksen SECOND: McDonald AYES: Bellini, Gutierrez, Fredericksen, McDonald, Lopez

Entry No. 5

Minute Order No. 2015-23: Approval of Consent Agenda

Consent Agenda was approved as presented

MOTION: Bellini SECOND: Fredricksen AYES: Gutierrez, Bellini, Fredericksen, McDonald, Lopez.

Entry No. 6

Pulse Point

Kristin Weivoda, YEMSA and Battalion Chief Becky Ramirez, West Sacramento, gave a presentation to the Board on the Pulse Point Application. After some discussion it was decided that more research and information is needed.

Information only, no action taken.

Entry No. 7

The next scheduled meeting will be February 3, 2016.

Entry No. 9

Items for Future Agenda

Additional information, draft budget and calls-for-service report

Meeting was adjourned at 3:24 p.m.

Minutes submitted by: Marci Criste, Recording Secretary

STAFF REPORT

Agenda Item: 5.b

Date: January 6, 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:
We are happy to welcome four (4) new dispatchers in January, Irina Thruelsen, Jennifer Koch, Elaine Maher, and Melissa Romero started our in-house academy on January 10th and started on the floor phone training at the end of January.

The Operations Manager job opening has been announced with a closing date of February 15, 2016.

Both Chris Buck and Laura Swink have now completed training on their second radio channels and will begin on their third in February, Mayra Berumen-Perez began training on her second radio channel (Woodland PD) on January 2nd.

- Internal Affairs: December 2015-January 2016
 1. **Grievances:** None
 2. **Complaints:** None
 3. **Commendations:** Two
On December 26th we received a letter from a citizen commending dispatcher Nadia Wasilevsky, the citizen had called in to report her daughter, who was staying with her father at an unknown address, was having a medical problem, and Nadia located the address and responded fire and ambulance.

Nadia was again commended on December 27th by Woodland PD Officer Shepard for going above and beyond in assisting him leading to the identification and arrest of a suspect in an assault case.

- Monthly Gold Board Employee Recognition:
November 2015:
Traci Fitzsimmons was picked as the November winner, she was recognized for doing a spectacular job calming down a very scared driver whose car had gone over the edge on a levee road and assisting her to safety.

Others who were recognized for helping their coworkers and citizens included Amy O’Keefe, Amanda Garrison, Maria Roa, Kim Lindsay, Dave Hetland, Nadia Wasilevsky, Tammy Lancaster, Laura Swink, Billy Keen, and Mayra Berumen-Perez, awesome job everyone.

Statistical Information:

- Monthly Phone Statistics:

Month	9-1-1	Non-Emergency	Outgoing	Total
November	5,076	18,663	5,425	29,164
December	4,469	19,421	5,364	29,254

- Monthly CAD Events:

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

Month	Law	Fire	Other
November	11,760	2,007	738
December	12,770	2,107	706

- Confidential Records Requests:

Month	# of Requests
November	160
December	183

Agenda Item: 5.c

YECA BUDGET MANAGEMENT SUMMARY

2015 / 2016 As of 10/31/15

	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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	2%	6%	6%	28%	0%	0%	0%	0%	0%	0%	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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	6%	12%	15%	34%	0%	0%	0%	0%	0%	0%	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
Encumbrances	\$ 3,573	\$ 3,451	\$ 3,212	\$ 2,985	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 272,155	\$ 594,501	\$ 741,693	\$ 1,991,713	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 5,974,115	\$ 5,651,891	\$ 5,504,938	\$ 4,255,146	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843
Percent Expended	4%	10%	12%	32%	0%	0%	0%	0%	0%	0%	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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	31%	0%	0%	0%	0%	0%	0%	0%	0%

360 360-3 RAD BofA Capital Lease												
Appropriations	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ -	\$ -	\$ -	\$ 54,124	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 55,000	\$ 55,000	\$ 55,000	\$ 876	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	0%	0%	0%	98%	0%	0%	0%	0%	0%	0%	0%	0%
Estimated Revenue	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Realized Revenue	\$ -	\$ -	\$ -	\$ 54,124	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Revenue	\$ 55,000	\$ 55,000	\$ 55,000	\$ 876	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	98%	0%	0%	0%	0%	0%	0%	0%	0%

360 360-3 FY14 HSG Grant (Cameras)												
Appropriations	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658
Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,721
Percent Expended	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%
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%	0%	0%	0%	0%	0%

360 360-3 FY15 HSG Grant (UPS /Radio 911-EQ)												
Appropriations	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Estimated Revenue	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Realized Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

STAFF REPORT

Agenda Item: 5.d

Date: January 26, 2016
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
From: Karen Avara, Operations Manager
Subject: 2015 Calls for Service

Recommendation: No action required; information only.

2015 shows an increase of 8,713 or 4% over 2014 with a total of 204,338 Calls for Service (CFS) with the largest increase in law calls and the majority of those in the City of Woodland.

Overall increases/decreases:

- Fire incidents increased by 1,823 or 7%
- Law incidents increased by 7,016 or 4%
- Records incidents increased by 102 or 9%
- Probation incidents decreased by 299 or 14%

The City of Woodland had a 6,519 call increase in 2015, 5,922 of those in law incidents and 74 in fire incidents. The largest increase for law were:

- 1,975 for the new PredPol incident type
- 694 in the abandoned wireless 911 calls
- 406 increase in bike stops
- 467 increase in suspicious persons, vehicles, etc.

The City of Winters has an overall decrease of 6% from 2014 mostly in law incidents which decreased by 564.

The Yocha Dehe Wintun Nation, City of West Sacramento, and Arbuckle Fire remained flat with increases of 4%, 2%, and 3% respectively.

The calculations for Record entries remained the same this year and there were minor percentage changes only for all three agencies.

In 2015, YECA received 260,262 incoming phone calls and placed 79,655 outgoing calls for a grand total of 339,917, this is a 3% increase from 2014. 911 calls increased by 5%, non-emergency calls increased by 6% and outgoing phone calls decreased by 6%.

The 2015 individual and combined CAD CFS totals are as follows:

2015 Calls for Service

Agency	2015 Total	2014 Total:	Difference:	%:
City of Winters				
Winters Police	8,403	8,967	-564	-6%
Winters Record entries	32	38	-6	-16%
Winters Fire 60%	579	583	-4	-1%
Winters Public Works	56	63	-7	-11%
Winters Animal Control	243	271	-28	-12%
AMR	4	2	2	50%
Total	9,317	9,924	-607	-6%

City of Woodland	2015 Total	2014 Total:	Difference:	%:
Woodland Police	61,136	55,214	5,922	10%
Woodland Police Record entries	655	522	133	20%
Woodland Fire	7,595	7,021	574	8%
Woodland Public Works	458	429	29	6%
Woodland Animal Control	2,632	2,726	-94	-3%
AMR	96	141	-45	-32%
Total	72,572	66,053	6,519	9%

City of West Sacramento	2015 Total	2014 Total:	Difference:	%:
West Sacramento Police	62,634	61,493	1,141	2%
West Sacramento Record entries	500	525	-25	-5%
West Sacramento Fire	9,676	9,128	548	6%
West Sacramento Public Works	646	538	108	17%
West Sacramento Animal Control	2,395	2,333	62	3%
AMR	59	43	16	27%
Total	75,910	74,060	1,850	2%

County of Yolo	2015 Total	2014 Total:	Difference:	%:
Yolo County Sheriff	32,128	31,660	468	1%
County Fire	7,031	6,383	648	9%
County Public Works	170	196	-26	-13%
County Animal Control	2,530	2,616	-86	-3%
AMR	44	21	23	52%
District Attorney	232	145	87	38%
Maintenance	106	116	-10	-9%
Probation	1,847	2,146	-299	-14%
Social Services	779	704	75	10%
Mental Health	0	1	-1	-100%
Environmental Health	30	27	3	10%
Communications	21	20	1	5%
Explosive Ordnance	42	54	-12	-22%
Fire Investigative Unit	2	1	1	50%
Fire Service Misc.	388	365	23	6%
Yolo Narcotics	97	123	-26	-21%
Public Guardian	205	156	49	24%
Total	45,652	44,734	918	2%

Yocha Dehe Wintun Nation	2015 Total	2014 Total:	Difference:	%:
Yocha DeHe Fire	429	412	17	4%
Total	429	412	17	4%

County Fire	2015 Total	2014 Total:	Difference:	%:
Capay Valley Fire	453	492	-39	-8%
Clarksburg Fire	782	721	61	8%
Dunnigan Fire	1,032	912	120	12%
Elkhorn Fire	179	156	23	13%
Esparto Fire	860	628	232	27%
Knights Landing Fire	209	211	-2	-1%
Madison Fire	397	308	89	22%
Robbins Fire	181	154	27	15%
Willow Oak Fire	1,044	949	95	9%

West Plainfield Fire	429	403	26	6%
Winters Fire 40%	391	389	2	1%
Yolo Fire	843	853	-10	-1%
Zamora Fire	231	207	24	10%
Total	7,031	6,383	648	9%

Contract Fire	2015 Total	2014 Total:	Difference:	%:
Arbuckle Fire	458	442	16	3%
Total	458	442	16	3%

Grand Totals	2015 Total	2014 Total:	Difference:	%:
Yolo County	45,652	44,734	918	2%
City of Winters	9,317	9,924	-607	-6%
City of Woodland	72,572	66,053	6,519	9%
City of West Sacramento	75,910	74,060	1,850	2%
Yocha Dehe Wintun Nation	429	412	17	4%
Contract Fire	458	442	16	3%
Overall Total	204,338	195,625	8,713	4%

Call Statistics	2015 Total	2014 Totals	Difference:	%:
Total Law Calls	164,672	157,656	7,016	4%
Total Fire Calls	26,158	24,335	1,823	7%
Total Records Calls	1,187	1,085	102	9%
Total Probation Calls	1,847	2,146	-299	-14%
Total Public Works Calls	1,330	1,226	104	8%
Total AMR Calls	203	207	-4	-2%
Total ANI Calls	7,800	7,946	-146	-2%
Total County Support Calls	1,141	1,024	117	10%
Total	204,338	195,625	8,713	4%

Agenda Item: 6.a



Yolo County

Emergency Medical Services Agency

137 N. Cottonwood St, Suite 2601, Woodland, CA 95695
Phone (530) 666-8645 - Fax (530) 666-3984
www.yemsa.org

January 22, 2016

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

Re: PulsePoint Respond Implementation

Yolo Emergency Communications Agency Board,

I am writing this letter to express support of the county wide implementation of PulsePoint. Successful implementation of this application will take collaboration from the Yolo Emergency Communications Agency (YECA), Yolo County Fire Chiefs, and the Yolo County Emergency Medical Services Agency (YEMSA).

YEMSA is committed to fund the PulsePoint application, including: the one-time implementation cost, licensing fees, and annual renewal fees.

To ensure this collaboration YEMSA will ensure that YECA has access and rights to the program to effectively manage it in partnership with YEMSA and the Yolo County Fire Chiefs.

We look forward to working on this collaboration and partnership to improve cardiac arrest survival rates throughout Yolo County.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kristin Weivoda".

Kristin Weivoda
EMS Administrator

STAFF REPORT

Agenda Item: 6.b

Date: Feb 3, 2016
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
From: Mike Bowler, IT Manager
Subject: Pulse Point

Recommendation: ///

Summary:

Following the Pulse Point presentation at the December JPA Board meeting, YECA staff contacted Pulse Point for a more detailed explanation of the technical requirements and functionality of the Pulse Point application interface to CAD.

Based upon a discussion with Pulse Point and a review of the Pulse Point documentation, YECA Staff has determined that the implementation of Pulse Point does not require the participation of the YECA CAD vendor. Pulse Point has successfully installed their application at a number of sites that are Tri Tech CAD customers, and YECA staff contacted four of these customers, each of whom gave Pulse Point a positive reference.

Because the YECA CAD vendor will not be a participant in the Pulse Point implementation, the fees charged by Pulse Point represent the total one-time and recurring costs of the interface.

The Pulse Point interface works by periodically polling a backup copy of the CAD database (not the live CAD system), and when it detects a new call that matches the configured parameters (structure fire, vehicle accident, cardiac event, etc.), it gathers the call type and location, and sends the data out to the Pulse Point system – and ultimately to the subscribers of the app.

The Pulse Point interface can be configured in a way that successfully suppresses sensitive calls and the personal information contained within the calls. The types of calls sent out, along with the details contained in those calls, can be configured, edited, and monitored by YECA IT Staff.

Pulse Point customers report that once the interface is switched to production, there is little in the way of ongoing maintenance required from IT staff. The Pulse Point app will not require any time, attention, or resources from Dispatch staff.

STAFF REPORT

Agenda Item: 7.a

Date: February 3, 2016
To: YECA Governing Board
From: Dena Humphrey, Executive Director
Subject: Proposed Base Budget for FY16/17

Summary:

This year's proposed base budget for FY16/17 captures the operational costs and current staffing for 41 positions this year. The proposed base budget is inclusive of all bargaining costs for the represented and non-represented. However, the proposed base budget is not inclusive of any costs identified on item 7.d Summary of Additional Proposed Costs & Fund Balance. These additional costs are being presented to the Board for consideration with optional funds made available through fund balance.

The total base budget for FY16/17 is \$6,464,622 the allocation portion to partners is \$5,217,577 for operations. This represents a \$129k, or 2.5% cost increase to previous year's allocation. This cost increase is inclusive of bargaining and reflects increases from salaries (CalPERS, Merits, COLA's, Health, etc.). The \$129k increase includes an offset of \$120k, the reduction of the Supplies and Services. The agency also realized a cost containment of \$55k, by paying off one of the side funds earlier this year through CalPERS that reduced the FY16/17 Unfunded Asset Liability portion by \$55k for FY16/17 CalPERS rates.

Each budget unit under fund 360 is broken down as follows: Administration 360-1 reflects overhead salaries, services, and supplies; Operations 360-2, reflects salaries, services, supplies; Grants 360-3, reflects all current projects funded by grants. The bond lease balance was exhausted with the final completion of the Radio project and will be paid in full 2025.

The agency allocations shown on the table below reflects the allocated operational & overhead costs, along with the scheduled capital lease payments. The allocated operational & overhead cost is a reflection of operational costs minus capital lease, contracts, rebates, and based off the 2015 Annual Calls for Service Usage Report. This year's calculated allocation rates for the member agencies: W. Sac 38%, Woodland 35%, Yolo County 22%, Winters 5%, and Yocha Dehe 1% of the operating budget.

Proposed Base Budget for FY16/17

Budgets: 360-1 Administration & 360-2 Operations

Total Salaries & Benefits	\$4,093,591
Total Service & Supplies	\$1,209,585
Total Other Charges	\$ 401,446
Capital Equipment & Contingency	\$ 760,000
TOTAL APPROPRIATIONS	\$6,464,662

Total Member Contribution	\$5,217,577
Total Capital Lease Payments	\$ 396,446
Total Other	\$ 850,639
TOTAL REVENUE	\$6,464,662

Budget: 360-3 Grants

Total Services & Supplies	\$ 100,000
TOTAL APPROPRIATIONS	\$ 100,000

HSG FY14/15	\$ 100,000
TOTAL REVENUE	\$ 100,000

Total Appropriation Budget 360-1 & 360-2	\$6,464,662
Total Appropriation Budget 360-3	\$ 100,000
JPA GROSS TOTAL	\$6,564,662

Member Agency Allocations:

Agency Totals (Operations & Capital)	Last Years Allocations	FY 16-17 Proposed Base Budget	Change
	FY 15-16	FY 16-17	Increase/ (Decrease)
Yocha Dehe Cost - Operations	\$51,737	\$53,082	\$1,345
Yocha Dehe - Capital	\$8,626	\$8,617	(\$9)
Total	\$60,363	\$61,699	\$1,336
Yolo County Cost - Operations	\$1,167,831	\$1,153,750	(\$14,081)
Yolo County - Capital	\$143,992	\$143,843	(\$149)
Total	\$1,311,823	\$1,297,593	(\$14,230)
West Sac Cost - Operations	\$1,933,695	\$1,994,270	\$60,575
West Sac - Capital	\$55,515	\$55,458	(\$57)
Total	\$1,989,210	\$2,049,728	\$60,518
Woodland Cost - Operations	\$1,724,840	\$1,834,091	\$109,251
Woodland - Capital	\$97,149	\$97,048	(\$101)
Total	\$1,821,989	\$1,931,139	\$109,150
Winters Cost - Operations	\$259,144	\$235,466	(\$23,678)
Winters - Capital	\$22,014	\$21,991	(\$23)
Total	\$281,158	\$257,457	(\$23,701)

STAFF REPORT

Agenda Item: 7.b

Date: February 3, 2016
To: YECA Governing Board
From: Dena Humphrey, Executive Director
Subject: FY16/17 Proposed Capital Asset Plan (CIP)

Summary:

The proposed CIP is the initial draft to the Board to capture the future costs of capital assets for the next five years. The plan is to identify when the asset is needed along with potential funding streams that could help offset some of the costs to the member agencies through possible grants or State reimbursements. Last fiscal year the Board approved CIP items in the budgeted amount \$627k.

FY15/16 Approved CIP Items:

Last year the Board approved Facility and Radio items for an approximate cost of \$627k, eighty-percent was funded by outside sources. Majority of these projects have been completed, while the remaining are planning to be completed over the next few months and planned to be within budget. The following table below is the status of those projects:

Project	Cost	Status
TSM 8000 Microwave	\$ 17,000	<i>Completed</i>
Dispatch 911 Phones	\$ 318,000	<i>Completed</i>
911 Voice Logger I	\$ 52,000	<i>Completed</i>
911/Radio UPS	\$ 115,000	July 2016
Beam Work	\$ 25,000	<i>Completed</i>
HVAC Project	\$ 100,000	March 2016
TOTAL	\$ 627,000	

FY16/17 Proposed CIP Items:

R710 Servers (3):

The R710 servers are three of the five servers that are end-of-life servers for the network (CAD, Email, file storage, CLETS, etc.) that are in need of replacement due to age.

Offsite SAN (Disaster Recovery):

The offsite SAN is a storage array that stores YECA's backup jobs offsite (currently at Woodland PD) to preserve data in the event of a catastrophic failure at YECA (fire, flood, power spike that destroys the boxes, etc.) that has reached end of life.

911 Voice Logger II:

This is a second part to the 911 Voice Logger server that is needed to add once the trunked radios (800 MHz) are switched to P-25. This second part is needed to record audio events on the P-25 800MHz trunked radio system (currently in use by only West Sacramento).

This second piece can be "shared" by more than one agency, as long as each agency uses a Higher Ground Audio logger. Currently, Folsom and Elk Grove are both using Higher Ground Audio Logger, which presents an opportunity for a joint purchase. YECA has been in regular talks with Folsom and Elk Grove over a joint purchase, which would allow a consolidation in costs. If bought separately each agency would pay approximately \$135K. The estimated three-way split to handle traffic for the three agencies is estimated to be \$45K - \$55K each.

Project	Priority Value	Funding Sources	Replacement Cost (est.)	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY20-21
Furniture								
Dispatch Consoles		Member Agencies	\$85,000					\$85,000
Server Room								
UPS		Member Agencies	\$35,000			\$35,000		
SAN		Member Agencies	\$92,000		\$92,000			
R720 Servers (2)		Member Agencies	\$34,000		\$34,000			
R710 Servers (3)		Member Agencies	\$34,000	\$34,000				
Core Switches (4)		Member Agencies	\$44,000		\$44,000			
Core Switches (2)		Member Agencies	\$22,000				\$22,000	
911 Voice Logger (Server only) II		Member Agencies	\$55,000	\$55,000				
Offsite SAN (Disaster Recovery)		Member Agencies	\$92,000	\$92,000				
Radio/911 Equipment Room								
Batteries for Radio Power Plant		HSG	\$27,000				\$27,000	
P25 Project		Member Agencies	\$1,000,000					\$1,000,000
Radio Sites								
Batteries for Radio Power Plant		HSG	\$80,000			\$47,000	\$33,000	
Building								
N/A								
Totals			\$1,600,000	\$181,000	\$170,000	\$82,000	\$82,000	\$1,085,000
Total per Funding Source		Member Agencies		\$181,000	\$170,000	\$35,000	\$22,000	\$1,085,000
		State						
		Grants				\$47,000	\$60,000	

Agenda Item: 7.c

Proposed Position Table

Authorized Position Resolution

as of
1/25/2016

			Current				Proposed	
			FTE Auth	FTE Funded & Filled	FTE Funded & Vacant	Current FTE Auth & Funded	Proposed FTE Additions	FTE Auth & Funded
<i>Active Positions</i>		Effective						
1	Executive Director	2015	1	1		1		1
2	Administrative Coordinator	1999	1	1		1		1
3	Sr. Administrative Specialist II	2008	1	1		1		1
4	Operations Manager	2008	1	1		1		1
5	Dispatch Supervisor	1999	4	4		4		4
6	911/Public Safety Dispatcher I/II	2015	22	20	2	22	2	24
7	911/Public Safety Dispatcher III	2006	4	4		4		4
8	Dispatch Assistant	2014	4	4		4		4
9	IT Systems Manager	2012	1	1		1		1
10	Sr. Radio Administrator	2013	0	0		0		0
11	Radio Systems Administrator	2008	0	0		0		0
12	Information Technology Specialist II	1999	1	2		2		2
13	Information Technology Specialist I	2007	1	0		0		0
Totals			41	39	2	41	2	43

Item# 7.d

**FY16/17
Summary of Additional
Proposed Costs & Fund Balance**

The information below represents additional costs excluded from the FY16/17 Base Budget. The two costs presented includes CIP costs for FY16/17 from item# 7b and the addition of 2 FTE Dispatch positions. The staffing additions were first presented to the Board October 2014. The Board approved a staggered approach to increase 2 FTE positions each year. FY16/17 would be the final year to absorb those two additional positions.

FY16/17 Proposed Expenses and Contingency

\$180,000 CIP Costs

\$130,000 2 FTE Dispatch Positions

\$310,000 Total

The available funds shown below is a combination of two amounts. The \$288k was the amount not realized until the final books were closed for FY14/15. This amount is recognized in the FY14/15 Financial Report. The financials were prepared by a CPA from the auditing firm Macias Gini & O'Connell. They also performed the external audit for FY14/15. The external audit is tentatively planned to be presented to the Board in April. The Federal Rebate of \$40k was received after the close of FY14/15, increasing the total fund amount by \$40k, bringing the combined total to \$328k.

YECA is anticipating another yearend surplus due to some salary savings from vacant positions and being conservative with supplies and services. The biggest factor that will affect the final amount is the cost of overtime to cover vacancies, shortages, and medical leaves. Another consideration is that YECA has had zero access to the new county financial system since Oct 2015, and have had to rely on monthly expense reports sent by County staff. To date, YECA has had financial visibility up to Nov 2015.

Available Fund Balance from FY14/15

\$288,000 Understated Fund Balance from FY14/15

\$ 40,000 Federal Rebate received after the close of FY14/15

\$328,000 Fund Balance