

**AGENDA  
REGULAR MEETING  
YECA GOVERNING BOARD  
Wednesday, June 7, 2023  
2:00 P.M. Public Session**

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

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**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. Winters City Council Appointed Fire Chief Jack Snyder as Alternate to the YECA Board

**4. Public Comment**

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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.

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**5. Consent Agenda**

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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.

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- a. Approval of the Minutes from the May 3, 2023, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. UCD Fire Dispatch Services Contract Amendment
- e. Sutter Buttes Radio Services Contract Amendment
- f. Position Downgrade Accountant II to Sr. Accounting Technician

**6. YECA Building Expansion Needs Discussion and Planning - \*Info Only**

- a. Discussion for YECA building concept to address current and future office space needs
- b. Physical building tour of office and training room space needs

**7. Yolo County Dispatchers Association (YCDA) Request for Assisted Pet Therapy Policy – Voted Item**

- a. Staff summary Board letter outlining the request of proposed 6-month pilot program
- b. Proposed Assisted Pet Therapy policy

**8. YECA Chair & Vice Chair Elections for FY23/24 – Voted Item**

- a. Newly elected Board Chair & Vice-Chair would begin first meeting in the new fiscal year

**9. Closed Session**

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

**10. Next Scheduled JPA Board Meeting Date 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 June 2, 2023 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**

**May 3, 2023**

**2:00 P.M.**

**Minutes**

The YECA Governing Board met on Wednesday May 3<sup>rd</sup>, 2023 at Yolo Emergency Communications Agency 35 N Cottonwood – Conference Room, Woodland. Board Member Binns called the meeting to order at 2:30 p.m.

**PRESENT: Primary Board Members:** Steve Binns, City of West Sacramento, Shawn Kinney, Yocha Dehe Wintun Nation, Tom Lopez, Yolo County, Dena Humphrey, YECA Executive Director

**ABSENT:** Kim McKinney, City of Woodland, John Miller, City of Winters

**Entry No. 2**

**Minute Order No. 2023-03**

**Approval of the Agenda - [Approved](#)**

**MOTION: Kinney SECOND: Lopez AYES: Binns, Kinney, Lopez ABSENT: McKinney, Miller**

**Entry No. 3**

**Announcements**

- a. Thank you to all the member agencies for your showing your appreciation and stopping by during our annual Public Safety Telecommunications Week!

**Entry No. 4**

**Public Comment – None**

**Entry No. 5**

**Minute Order No. 2023-04**

**Approval of Consent Agenda - [Approved](#)**

- a. Approval of the Minutes from the April 5, 2023, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 2023 1<sup>st</sup> Quarterly Law & Fire Dispatch to Que Call Stats

**MOTION: Lopez SECOND: Kinney AYES: Binns, Kinney, Lopez ABSENT: McKinney, Miller**

**Entry No. 6**

**Rumsey Canyon Solar Site Access Road Clearing Project – [\\*Info Only](#)**

- a. Update to the Board on prior access to solar site and help received by Yocha Dehe Fire Department

Billy Keen presented a slide show with pictures detailing the downed trees in 6-7 locations on the access road to the Solar Site. Thanks to the support of the Yocha Dehe Fire Department the trees were cleared and there is now vehicle access to the Solar Site. Sutter Buttes Communications is on schedule to get techs up there for the PMs.

**Entry No. 7**

**FY23/24 Final Budget - \*Voted item**

- a. FY23/24 Final Budget
- b. FY23/24 Final CIP Summary
- c. FY23/24 Final CIP 4-Year Forecast
- d. FY23/24 Final Position Table
- e. IT Staffing Summary
- f. IT Helpdesk Technician Job Description (Extra-help)

**MOTION: Lopez SECOND: Kinney AYES: Binns, Kinney, Lopez ABSENT: McKinney, Miller**

ED Humphrey clarified that on Agenda Item 7a it states “Total salaries alone increased \$75k” noting that the total increase to Salaries and Benefits was actually \$150k with the other \$75k coming from costs incurred from CalPERS and YCPARMIA. ED Humphrey also noted the change on the FY23/24 CIP summary for the Dispatch consoles from the initial estimated cost of \$85k seven years ago to \$260k citing the amount reflects current costs in today’s market.

**Entry No. 8**

**Next Scheduled JPA Board Meeting Date: June 7, 2023**

**Entry No. 9**

**Items for Future Meeting Agenda**

- a. YECA Building Planning Concept and Discussion
- b. New Elections for Chair & Co-Chair for FY23/24
- c. UCD Fire Amendment
- d. Sutter Buttes Communications Amendment
- e. YCDA Comfort Animal Proposal Policy
- f. Executive Director Annual Evaluation

**Entry No. 10**

**Meeting Adjourned at 3:00 p.m.**

**Minutes submitted by Tianna Dumas**

## STAFF REPORT

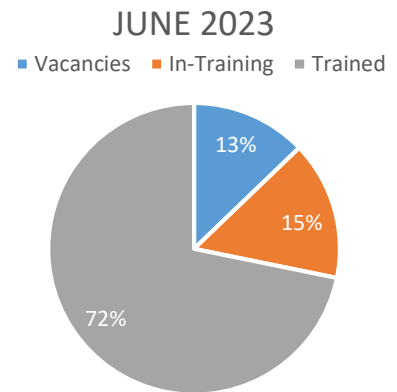
**Agenda Item:**

**Date:** June 7, 2023  
**To:** YECA Governing Board  
**Thru:** Dena Humphrey, Executive Director  
**From:** Vanesa Hoyt, Operations Supervisor  
**Subject:** April 2023 Operations Division Report  
**Recommendation:** No action required; information only.  
**Summary:** Operations staff is currently engaged in the following:

**Staffing:**

1. Out of 39 funded operations positions:

Classification	Filled	Funded	Vacant
Supervisor	4	4	0
Operations Supervisor	1	1	0
Dispatcher III	2	4	2
Dispatcher I/II	24	26	2
Dispatch Assistant	3	4	1
<b>TOTAL</b>	<b>34</b>	<b>39</b>	<b>5</b>



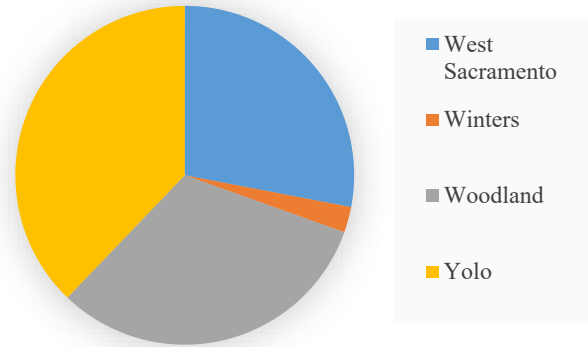
- a. Jodean Hernandez has completed training on the WPD radio (2<sup>nd</sup> console) and has begun training on the WSP radio (3<sup>rd</sup> console).
  - b. Adilene Plancarte has completed the call taking phase of her training and will begin training on Fire (1<sup>st</sup> console).
  - c. Lauren Boggs has completed the call taking phase of her training and will begin training on the WSP radio (1<sup>st</sup> console).
  - d. New dispatchers: Danielle Tavares, Neal Bassett, and Ledina Barrientes have completed the in-house academy and have begun the call taking phase of their training.
2. Dispatcher II Irina Kinda has resigned after seven years of service.
  3. Recruitment is closed for the August 2023 academy. Six applicants have advanced to the background stage of the selection process.

**Statistical Information:**

Monthly Phones Statistics:

	JAN	FEB	MAR	APR	YTD
<b>9-1-1</b>	5,153	4,361	5,047	5,864	20,425
<b>7-Digit Emergency</b>	1,026	873	990	951	3,840
<b>AMR</b>	120	130	105	84	439
<b>West Sacramento</b>	3,817	3,038	3,324	3,476	13,655
<b>Winters</b>	327	263	290	310	1,190
<b>Woodland</b>	4,130	3,549	3,745	4,035	15,459
<b>Yolo</b>	4,998	4,260	4,166	5,014	18,438
<b>Outgoing</b>	6,598	4,886	5,634	5,908	23,026
<b>TOTAL</b>	<b>26,169</b>	<b>21,360</b>	<b>23,301</b>	<b>25,642</b>	<b>96,472</b>

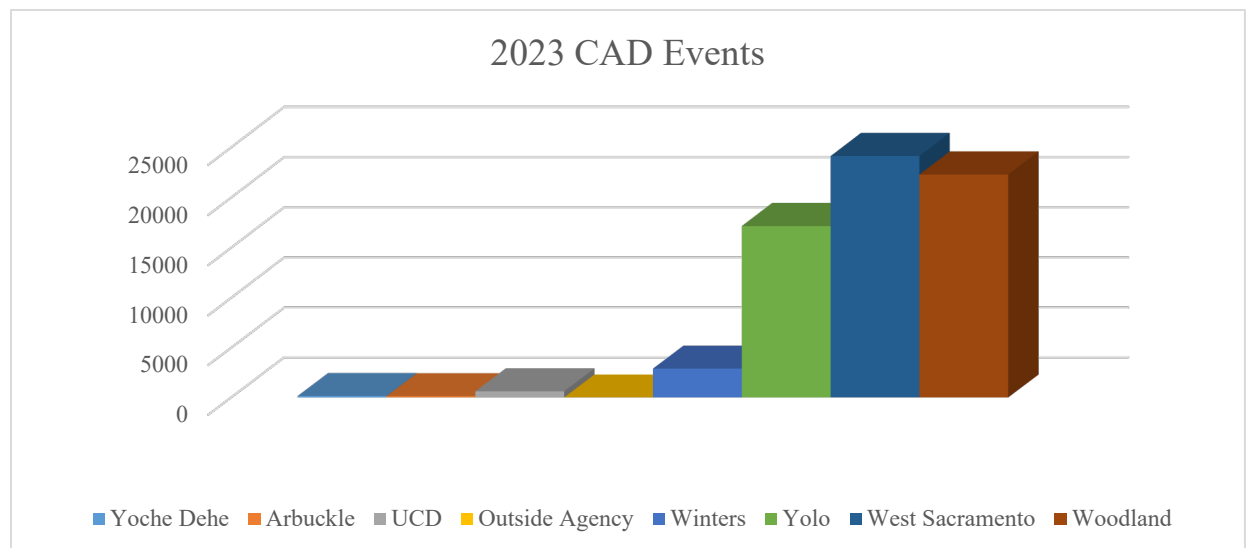
**2023 YTD  
Incoming Non-Emergency  
Lines**



Monthly CAD Events:

	JAN	FEB	MAR	APR	YTD
<b>West Sacramento</b>					
Law	5,147	4,156	4,794	4,947	19,044
Fire	542	348	342	384	1,616
Medical	675	568	554	557	2,354
Animal Control	191	167	193	183	734
Public Works/Support	292	30	34	34	390
<b>TOTAL</b>	<b>6,847</b>	<b>5,269</b>	<b>5,917</b>	<b>6,105</b>	<b>24,138</b>
<b>Winters</b>					
Law	632	528	589	579	2,328
Fire	51	68	60	72	251
Medical	51	37	48	54	190
Animal Control	14	23	32	30	99
Public Works/Support	15	6	4	9	34
<b>TOTAL</b>	<b>763</b>	<b>662</b>	<b>733</b>	<b>744</b>	<b>2,902</b>
<b>Woodland</b>					
Law	4,958	4,093	4,443	4,390	17,884
Fire	399	327	390	330	1,446
Medical	462	437	478	469	1,846
Animal Control	202	163	167	202	734
Public Works/Support	190	61	69	64	384
<b>TOTAL</b>	<b>6,211</b>	<b>5,081</b>	<b>5,547</b>	<b>5,455</b>	<b>22,294</b>

	JAN	FEB	MAR	APR	YTD
<b>YSO</b>					
Law	2,816	2,670	3,136	2,822	11,444
Fire	423	481	367	680	1,951
Medical	119	94	98	108	419
Animal Control	223	206	200	226	855
Public Works/Support	627	541	654	667	2,489
<b>TOTAL</b>	<b>4,208</b>	<b>3,992</b>	<b>4,455</b>	<b>4,503</b>	<b>17,158</b>
<b>Yocha Dehe</b>					
Fire	18	9	16	15	58
Medical	26	20	23	27	96
<b>TOTAL</b>	<b>44</b>	<b>29</b>	<b>39</b>	<b>42</b>	<b>154</b>
<b>Arbuckle</b>					
Fire	13	16	15	11	55
Medical	13	18	20	26	77
<b>TOTAL</b>	<b>26</b>	<b>34</b>	<b>35</b>	<b>37</b>	<b>132</b>
<b>UCD/DFD</b>					
Fire	103	77	111	83	374
Medical	64	56	44	81	245
<b>TOTAL</b>	<b>167</b>	<b>133</b>	<b>155</b>	<b>164</b>	<b>619</b>
<b>GRAND TOTAL</b>	<b>18,266</b>	<b>15,200</b>	<b>16,881</b>	<b>17,050</b>	<b>67,397</b>



CLETS Inquiries/Returns:

	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>YTD</b>
Inquiries	28,492	24,863	26,283	24,927	<b>104,565</b>
Returns	46,047	40,182	42,477	40,286	<b>168,992</b>

Confidential Records Requests (Audio & CAD Print out):

<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>YTD</b>
23	15	19	18	<b>75</b>

After-Hours Records Entries:

	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>YTD</b>
West Sacramento	277	249	240	293	1,059
Winters	0	1	0	0	1
Woodland	0	8	0	0	8
<b>TOTAL</b>	<b>277</b>	<b>258</b>	<b>240</b>	<b>293</b>	<b>1,068</b>

Text to 9-1-1:

	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>YTD</b>
<b>TOTAL</b>	17	17	16	18	<b>68</b>

IROC (Fire Resource Ordering Entries):

	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>YTD</b>
IROC	1	1	2	2	<b>6</b>

9-1-1 Answering Times:

*In busiest hour; 90% off 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)	<u>JAN</u> (1700)	<u>FEB</u> (1600)	<u>MAR</u> (1600)	<u>APR</u> (1500)	YTD AVERAGE
0-10 seconds	95.05%	96.39%	93.23%	92.09%	<b>94.19%</b>
0-15 seconds	98.76%	99.64%	97.23%	98.72%	<b>98.59%</b>
0-20 seconds	100.00%	100.00%	98.46%	99.74%	<b>99.40%</b>



## Projects:

1. Leadership Development Training
  - a. Leadership pilot program
2. EMD-QA
  - a. Ops Supervisor Hoyt reviews all cardiac events and calls that include PAIs and provides weekly feedback to staff, focusing on case review and compliance.
  - a. Monthly Cardiac Events entered in Yolo County Cardiac Arrest CQI
3. Disaster Recovery Plan
  - a. Cases completed, ongoing training with the staff on evacuation procedures
  - b. Cases being used in tactical call outs
4. Recruitment
  - a. Recruitment is closed for the August 2023 academy.
  - b. The recruitment process for the December 2023 academy will open soon.
5. Succession Planning
6. 2023 In-Service Training Plan
  - a. IROC Refresher Training- May 2023
  - b. Radio Academy- June 2023
  - c. CTO Train the Trainer- September 2023
  - d. In service Law Training- September/October 2023
  - e. ProQa Refresher Training- November 2023
7. CalOES GIS Pilot Project
8. NG9-1-1 Equipment Installations
  - a. YECA is in Phase 2 (CalOES changed from phase 5 to 2 10/20/2021)
  - b. CPE Software Upgrade completed 4/13/2021
  - c. Atos Equipment installation completed 11/15/2021
  - d. Migration from Comtech Text to 9-1-1 to Rapid Deploy Radius completed 02/23/2022
  - e. Tentative NG 911 installation in September 2024
9. Tentative CPE installation in September 2024
10. Applicant Tracking System
11. Onboarding Implementation
12. Headset Replacement
13. Employee evaluation model
14. Furniture replacement

Agenda Item: 5.c

## YECA BUDGET MANAGEMENT SUMMARY

2022 / 2023 As of 05/30/2023

	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%
	JUL-22	AUG-22	SEPT-22	OCT-22	NOV-22	DEC-22	JAN-23	FEB-23	MAR-23	APR-23	MAY-23	JUN-23
<b>B/U 30 ADMINISTRATION</b>												
Appropriations	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 74,789	\$ 377,452	\$ 472,787	\$ 525,639	\$ 785,670	\$ 889,270	\$ 926,487	\$ 1,040,197	\$ 1,079,951	\$ 1,152,087	\$ 1,440,564	\$ -
Unencumbered	\$ 2,072,972	\$ 1,770,309	\$ 1,674,974	\$ 1,622,122	\$ 1,362,091	\$ 1,339,224	\$ 1,221,274	\$ 1,107,564	\$ 1,067,810	\$ 995,674	\$ 707,197	\$ 2,147,761
Percent Expended	3%	18%	22%	24%	37%	41%	43%	48%	50%	54%	67%	0%
<b>B/U 40 OPERATIONS - DISPATCH</b>												
Appropriations	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 475,444	\$ 778,995	\$ 1,195,557	\$ 1,374,261	\$ 1,782,495	\$ 2,095,741	\$ 2,463,327	\$ 2,763,948	\$ 2,938,301	\$ 3,226,812	\$ 3,653,513	\$ -
Unencumbered	\$ 4,049,408	\$ 3,745,857	\$ 3,329,295	\$ 3,150,591	\$ 2,742,357	\$ 2,429,111	\$ 2,061,525	\$ 1,760,904	\$ 1,586,551	\$ 1,298,040	\$ 871,340	\$ 4,524,852
Percent Expended	11%	17%	26%	30%	39%	46%	54%	61%	65%	71%	81%	0%
<b>B/U 50 INFORMATION TECHNOLOGY</b>												
Appropriations	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 45,188	\$ 381,404	\$ 426,509	\$ 446,799	\$ 456,029	\$ 495,405	\$ 500,179	\$ 513,451	\$ 551,496	\$ 583,958	\$ 620,369	\$ -
Unencumbered	\$ -	\$ 320,736	\$ 275,631	\$ 255,341	\$ 246,111	\$ 206,735	\$ 201,961	\$ 188,689	\$ 150,644	\$ 118,182	\$ 81,771	\$ 702,140
Percent Expended	6%	54%	61%	64%	65%	71%	71%	73%	79%	83%	88%	0%
<b>TOTAL Appropriations</b>	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 595,421	\$ 1,537,851	\$ 2,094,853	\$ 2,346,699	\$ 3,024,194	\$ 3,480,416	\$ 3,889,994	\$ 4,317,596	\$ 4,569,748	\$ 4,962,858	\$ 5,714,446	\$ -
Unencumbered	\$ 6,779,332	\$ 5,836,902	\$ 5,279,900	\$ 5,028,054	\$ 4,350,559	\$ 3,894,337	\$ 3,484,759	\$ 3,057,157	\$ 2,805,005	\$ 2,411,895	\$ 1,660,307	\$ 7,374,753
Percent Expended	8%	21%	28%	32%	41%	47%	53%	59%	62%	67%	77%	0%
<b>TOTAL Estimated Revenue</b>	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246
Realized Revenue	\$ 351,448	\$ 3,773,352	\$ 3,789,054	\$ 3,789,808	\$ 4,986,237	\$ 4,989,570	\$ 5,016,588	\$ 6,183,311	\$ 6,184,118	\$ 6,235,105	\$ 7,406,284	\$ -
Unrealized Revenue	\$ 6,484,798	\$ 3,062,894	\$ 3,047,192	\$ 3,046,438	\$ 1,850,009	\$ 1,846,676	\$ 1,819,658	\$ 652,935	\$ 652,128	\$ 601,141	\$ (570,038)	\$ 6,836,246
Percent Realized	5%	55%	55%	55%	73%	73%	73%	90%	90%	91%	108%	0%

## STAFF REPORT

**Agenda Item:** 5.d

**Date:** June 7, 2023

**To:** YECA Governing Board

**From:** Dena Humphrey, Executive Director

**Subject:** UC Davis Fire Dispatch Service 3-Year Amendment Summary – \*Voted Item

**Recommendation:** Approve signing authority to Executive Director to amend the contract for providing 24-Hour Fire & Medical EMD Services for UC Davis Fire District for service term 7/1/23 – 6/30/28.

**Summary:**

YECA has been providing all Medical and Fire Dispatch services to the UC Davis Fire District, since 2018. The 2022 Calls for Service Report reflected 1,749 calls provided to UC Davis Fire, a 22% or 318 call increase from the previous year. This agreement supersedes any previous agreement while updating only the term and call rates for service.

The contract term is from July 1, 2023 – June 30, 2028. This agreement includes a 4% increase for each year of the five-year agreement and provides approximately \$137k of revenue per year for YECA. This rate has taken into account the calls for service, cost per call per service, and prorated share of YECA equipment infrastructure.

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

## SECOND AMENDMENT TO UNIVERSITY COOPERATIVE AGREEMENT

THIS SECOND AMENDMENT is made to University of California, Davis campus agreement# A37490 between THE REGENTS OF THE UNIVERSITY OF CALIFORNIA (University) and YOLO EMERGENCY COMMUNICATIONS AGENCY a California Joint Powers Association, hereafter referred to as YECA, and collectively referred to as "The Parties."

The parties to the above-referenced agreement agree as follows:

1. Paragraph 3, Term shall be replaced with the following:  
Services shall be provided from July 1, 2023 through June 30, 2028. Either party may terminate this Agreement at any time, with or without cause provided that the party provides ninety (90) days written notice to the other party by April 1<sup>st</sup>, before the July 1<sup>st</sup> date of the new fiscal year.
2. Exhibit A, Service and Cost Plan shall be replaced with the following:  
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.

(a.) Whereas, YECA assesses *fire contract agencies* an annual fee, subject to the following:

1. Yearly calls for service;
2. Cost per call for service;
3. Cost per move up;

(b.) 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%)
<b>2023-2024</b>	<b>\$85.17</b>	-----
2024-2025	\$88.57	\$3.40
2025-2026	\$92.12	\$3.55
2026-2027	\$95.80	\$3.68
2027-2028	\$99.63	\$3.83

(c.) Move-ups for covering other stations outside YECA member agencies will be counted using a fixed cost of \$35.00, per move-up.

3. All other terms and conditions of the agreement shall remain the same.

IN WITNESS WHEREOF, the parties have executed this amendment on the dates set forth below.

YOLO EMERGENCY COMMUNICATIONS  
AGENCY

by: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

THE REGENTS OF THE UNIVERSITY  
OF CALIFORNIA

by: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## STAFF REPORT

**Agenda Item:** 5.e

**Date:** June 7, 2023

**To:** YECA Governing Board

**From:** Dena Humphrey, Executive Director

**Subject:** Radio Maintenance Contract Amendment Summary – Voted Item

**Recommendation:** Approve signing authority to Executive Director to amend the contract for radio maintenance services with Sutter Buttes Communications, amending the terms for a one (1) year term with two (2) additional one (1) year Extensions.

**Summary:**

The Sutter Buttes Communications contract for radio maintenance is upon expiration, as our primary service provider for the radio system. The original contract was a request to the JPA Board as a sole source due to the specialty and complexity of the Telecommunications field, along with a shortage of providers in the area. Sutter Buttes Communications is a Motorola Elite Service Specialist provider, which requires providers to uphold the highest standards within the industry.

This amendment is to contract for another one (1) year term with two (2) additional (1) year extensions for a total of 3 years in this request and provides a maximum hourly cap for non-essential radio issues. The contract accounts for having a technician available 16-hours per week to work through non-essentials and punch list items. The service contract still maintains a 24/7 support for radio and microwave system failures, an annual preventive maintenance optimization of the system, regular maintenance, troubleshooting, 24/7 technical support; fixed hourly rates for engineering services, radio repair, parts, and in-shop labor.

Sutter Buttes Communications has four certified technicians available to provide regular repair, maintenance, and after hours tech support from their Yuba City location. All technicians employed by Sutter Buttes Communications have passed extensive background checks. They have been serving the area over the last thirty years and some of the following surrounding customers include: Yuba County Sheriff, Wheatland PD, Sutter County Sheriff, Yuba City PD, Yuba City Fire, Marysville PD, Marysville Fire, Colusa County Sheriff, and Colusa PD. Sutter Buttes Communications maintains Motorola levels of a Channel Partner and Solutions Service Elite Specialist.

If approved, the contract term would cover periods July 1, 2023 – June 30, 2026. The cost for FY23/24 is \$115k, an 15% increase from last year. Additional needs for a full optimization is an additional cost of \$20k, consisting of a full preventative maintenance and full site(s) documentation. Brining the full cost of the contract to \$135k for FY23/24. The primary increase of 15% was due

to the growing need of the radio infrastructure replacement and provided solutions for a complex system, and a rise in technician rates. The agreement was negotiated for stability in years FY25 & FY26 with cost increases of 6% for each fiscal year. No additional funds are required for FY23/24 to cover this agreement. This contract also includes fixed hourly rates for member agencies seeking radio/mobile repair and maintenance services.

**STAFF REPORT**

**Agenda Item:** 5.f

**Date:** June 7, 2023

**To:** YECA Governing Board

**From:** Dena Humphrey, Executive Director

**Subject:** Agency Reclassification from Accountant II to Sr. Accounting Technician \*Voted Item

**Summary:**

The agency re-classed the HR/Fiscal Administrator position to an Accountant II position during the agency restructure in May 2021. Since this time with multiple attempts to recruit for this position, the agency experienced a few failed attempts within a highly competitive market. The agency needs to fill this position for fiscal and accounting needs. The goal is to fill this position with a different position title, pay, and duties. The attempt is to attract an experienced person that can process the day-to-day duties.

Whereas, the higher level accountancy duties are minimal and are needed more on a yearend closing basis along with the annual preparation of the financials, which can be contracted out. By downgrading this position, it would allow a bigger pool of candidates to apply that may not have the educational or higher level experience, but has the general accounting experience for the day-to-day business needs.

The cost savings of downgrading the Accountant II position would help offset the costs to use towards extra-help and/or the contracted work needed for the higher level accountancy work.

Status	Position	Hourly Salary Range	FY23/24 Annual Savings	FLSA Status	Additional Benefit
<b>Proposed</b>	Sr. Accounting Technician	\$28.47 - \$35.30		Non-Emempt	N/A
Current	Accountant II	\$31.49 - \$39.04		Non-Emempt	N/A
		<b>Total</b>	<b>(\$6,281) to (\$7,779)</b>		

Upon Board approval, the following new agency salary schedule for the Sr. Accounting Technician would be effective July 1, 2023.

<b>Sr. Accounting Technician</b>					
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
7/1/2023	\$ 28.47	\$ 29.89	\$ 31.39	\$ 32.96	\$ 34.61
1/1/2024	\$ 29.04	\$ 30.49	\$ 32.02	\$ 33.62	\$ 35.30

**Click below for the full job descriptions:**

[Accountant II](#)



Position: Sr. Accounting Technician	Position Number:
Department: Administration	FSLA: Non-Exempt
Reports to: Executive Director	Represented: General/Non-Rep

### **Summary**

The Sr. Accounting Technician provides professional accounting work including the examination, maintenance, verification, analysis, and reconciliation of financial records; assists in maintaining accounting system; and assists in the preparation for accounting and auditing reports.

Receives general direction from the Executive Director or his/her designee. No direct supervision of staff is exercised.

### **Distinguishing Characteristics**

This position is responsible for overseeing YECA's accounting systems. Incumbents in this position reports directly to the Executive Director.

### **Essential Duties and Responsibilities**

- Oversees or participates in the posting, balancing, and reconciliation of the general ledger; participate in the entry of automated payroll & benefits systems; audits and reconciles payroll documents; makes adjustment entries and transfers of appropriations and accruals; Maintains and reconciles fixed asset function; works with County financial staff to assure timely processing of transactions;
- Oversees or prepares a variety of detailed accounting transactions including accounts payable/receivable, deposits, and journal entries; assists external accountant with financial statements and reports; works with external auditors during annual audit and resolves accounting problems in the process.
- Examines, analyzes and verifies fiscal documents and accounting systems to ensure accuracy, completeness, adherence to established fiscal controls, and to ensure compliance with regulations, laws, and standard accounting principles and procedures.
- Assists with data in the development of budget proposals. Monitors and organizes budgets, transaction records, and audit trails, including those for special projects/grants.
- May assist in backup related to making changes for employee benefits programs including insurance, leave, retirement, incentive pays, deferred compensation. Initiates and responds to a variety of surveys, correspondence, and reports; ensures accuracy of employee compensation and benefits, personnel transactions and salary schedule data.
- May prepare purchase orders in the accounting system and assist with various contracts and reply to vendor correspondence.

- Identify opportunities for improvement in the current policies, procedures, and systems; develop recommendations for changes; implement modifications to the program, policies, and/or procedures as appropriate.
- Performs other duties as assigned that support the overall objective of the agency.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires a general understanding of governmental accounting theory, principles and practices and their application to a wide variety of accounting transactions; application and operation of computerized accounting systems and spreadsheets; auditing principles, and techniques.

Knowledge of effective use of personal computer-based systems in an office environment. Requires application and skill in word processing, spreadsheet applications, presentation graphics, electronic filing sufficient to train others and perform basic troubleshooting of problems. Requires knowledge of general ledger record keeping. Requires sufficient knowledge of and skill at applying English grammar and composition, and spelling to business and/or legal formats.

### **▪ Abilities**

Requires the ability to independently perform all of the duties of the position. Must be able to learn, interpret, explain and apply knowledge of the agency, its operations, programs, functions, and special terminology. Requires the ability to prepare spreadsheets, enter, import, and export data to and from databases. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines; be able to problem solve related issues; remember various rules, policies and procedures; explain and interpret policy.

### **▪ Competencies**

To perform the job successfully, an individual should demonstrate the following competencies Analytical - Synthesizes complex or diverse information; collects and researches data; designs work flows and procedures. Continuous Learning - Pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others; Job Knowledge - keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively. Problem Solving - Identifies and resolves problems in a timely manner; Oral Communication - Listens and gets clarification. Quality Management - Demonstrates accuracy and thoroughness. Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; good team player.

- **Physical Abilities**

This class includes administrative positions requiring light physical effort which may include frequent lifting of up to ten pounds and occasional lifting of up to twenty-five pounds. Some bending and stooping, and/or squatting may be required. Sufficient hand/eye coordination and manual dexterity to keyboard at a rate (about 35 wpm); sufficient visual acuity to recognize words letters and numbers. Sufficient auditory acuity to carry on conversations over the phone and in person.

- **Education and Experience**

Equivalent to the completion of a high school diploma and three (3) years progressively responsible administrative experience in Finance and/or Accounting or a closely related field. Any combination of education and experience that will provide the ability to perform the work and provide the performance results as stated above.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

## 5.f FY23/24 Position Table

### Authorized Position Resolution

as of  
05/30/2023

Active Positions			Current				Proposed	
			FTE Auth	FTE Funded	FTE Vacant	FTE Current	Proposed FTE Changes	FTE Auth & Funded
		Effective						
1	Executive Director	2015	1	1		1		1
2	HR/Fiscal Administrator	2016	0	0		0		0
3	Administrative Specialist II	2008	0	0		0		0
4	Operations Manager	2008	0	0		0		0
5	Dispatch Supervisor	1999	4	4		4		4
6	911/Public Safety Dispatcher I/II	2015	26	26	2	24		26
7	911/Public Safety Dispatcher III	2006	4	4	2	2		4
8	Dispatch Assistant	2014	4	4	1	3		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	Systems Administrator	2018	1	1		1		1
13	Information Technology Specialist	2018	1	1		1		1
14	Accountant II	2021	0	0		0		0
15	Deputy Director	2021	1	1		1		1
16	Operations Supervisor	2021	1	1		1		1
17	Sr. Administrative Specialist – Confidential	2022	1	1		1		1
18	IT Helpdesk Technician	2023	0	0		0		0
19	Sr. Accounting Technician	2023	1	1	1	1		1
<b>Totals</b>			46	46	6	40		46

## STAFF REPORT

**Agenda Item:** 7.a  
**Date:** June 7, 2023  
**To:** YECA Governing Board  
**From:** Dena Humphrey, Executive Director  
**Subject:** YECA Assisted Pet Therapy Pilot Program - \*Voted Item

**Recommendation:** To approve a 6-month pilot program to allow employees to bring their pet dog onsite to an outdoor designated area to provide comfort and boost morale fostering a positive workplace.

### Summary:

The Yolo County Dispatchers Association (YCDA) approached management with the idea of bringing their pet dog(s) to work to foster a positive work environment in order to help relieve stressors of the job. The concept of adding a type of animal therapy to public safety is becoming more acceptable for the physical and mental health benefits.

According to published research, the mechanisms that underly positive human-dog interactions are likely to be interrelated and broadly, yet differentially, impactful across the three influencers of health (biological, psychological and social). Scientists also found an oxytocin positive feedback loop between dogs and humans, a hormone that plays an important role in the development of human bonds, leading to the belief that the bond between dog and human can also act as social support for humans.

An online article from the [International Critical Incident Stress Foundation](#), states “The interaction between humans and canines prompts neurochemical releases, such as oxytocin, in the circulatory system and brain. Oxytocin buffers the stress response and cortisol secretion (stress hormone) and is also involved in emotion, trust, and bonding.”

Animal Assisted Therapy provides a positive effect e.g., a visiting dog can improve a person’s mood by decreasing their distress and pain by the production of endorphins, which ultimately trigger the release of chemicals that act like painkillers and produce "feel good" feelings with the release of oxytocin and dopamine. Dog visits have also been shown to decrease levels of cortisol, norepinephrine, and epinephrine, which are all stress hormones. Having a dog present creates a safe place to process emotions and provides helpful distractions resulting in lower blood pressure and promotes good health.

In the past, YECA has established several programs over the years to help support staff i.e., Employee Assistance Program (EAP), Mentorship program, and leadership trauma support intervention during critical incident for check-ups. However, traditional crisis response resources offered has not always achieved the desired results, as those most in need of them are often unable or unwilling to seek help when needed. This proposed program is sought to help those that need some additional support while performing during critical incidents.

The proposed policy was reviewed by YCPARMIA, Yolo County Counsel, and sent to Yolo County General Services. The YCDA has proposed to cover the costs of the outdoor dog kennel. If approved, the next step would be to meet with YCDA and complete a full set of procedures with written understandings for those who wish to participate in the program and report back to the Board in 6-months with the results.

# **YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA) ASSISTED PET THERAPY POLICY**

## **Section 1. Policy Purpose**

Currently dogs are the only authorized pet category. The overall objective of this policy is to ensure responsible dog guardianship and to promote an environment where dogs can foster a calmer and happier workplace on agency work premise. Employees with approved dogs at work are expected to be sensitive to employees and/or visitors, especially those who may not be dog-oriented and who may have allergies that preclude them from being in close proximity to a dog. It is considered a privilege to have a dog at work and as such, requires the complete cooperation and responsible action(s) of all dog owners at all times.

## **Section 2. Application of Policy**

1. An employee must have approval of the agency YECA prior to bringing a pet dog to work. Dog owners are responsible at all times for ensuring that their dog is properly registered, licensed, vaccinated, in generally good health, and has adequate food, clean water, and veterinary care. All dogs greater than 6-months of age must be spayed or neutered. Dogs will need to be pre-approved and be scheduled prior to being onsite. Scheduling instructions for dogs will be noted in agency written procedures.
2. Dogs are to be housed outside of the building in a designated outdoor dog run area. To ensure the employee's dog is cared for properly reasonable periods of supervision, at least once every four (4) hours to ensure the dog's well-being. Dogs must be kept on a leash at all times while on agency work premise. When moving about outside, the leash should never be extended more than 6 feet from the owner. During periods of inclement weather e.g., excessive temperatures heat/cold or rain, dogs will not be permitted.
3. Dogs are not allowed to run off-leash on agency work premise at any time. Although brief periods of interaction/socialization (with no more than two dogs at a time) are allowed. Dogs are to be on a leash and accompanied by their owner during this interaction to maximize owner control. At no time should there be more than two dogs.
4. Dog owners are personally responsible at all times for controlling the behavior of their dog regarding, but not limited to, aggressive, protective and/or unfriendly behavior; biting; excessive barking; destructiveness; fighting with other animals; proper clean up and waste disposal. Any dog behavior interfering with the agency's and/or another employee's ability to work, will be cause for a dog to be banned from agency premise.
5. Dog owners are completely liable for the actions of their dogs at all times on agency work premise and are financially responsible for any damage, liability, injury or special cleaning. The agency assumes no responsibility for any pet. Aggressive dogs or breeds will not be permitted e.g., Rottweilers, Pit-bulls, Doberman Pinschers, or Chow Akita, etc. Due to the extensive list of known and potential aggressive breeds, all requests will be reviewed accordingly.

6. Any concerns regarding the observance/administration of this policy are to be expressed in writing to the Executive Director or designee. Any employee who fails to act responsibly, as defined herein and as determined, shall be subject to losing their dog privileges and will be required to remove their dog from the agency work premise. Employees are required to sign owner responsibility form prior to bringing their pet dog to work.