

**AGENDA  
REGULAR MEETING  
YECA GOVERNING BOARD  
Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland, CA 95695  
August 3, 2016  
2:00 P.M. Public Session**

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**ALL ITEMS ARE FOR ACTION UNLESS OTHERWISE NOTED WITH AN ASTERISK (\*).**

**1. Call to Order (2:00 PM)**

**2. Public Comment \***

Speakers must state their name and city of residence for the record and limit their remarks to three minutes. Members of the public audience may address the Governing Board on any item not on today's agenda. No response is required and no action can be taken, however, the Governing Board may add the item to the agenda of a future meeting.

**3. Announcements**

- a. Introduction of New Fiscal/HR Administrator Corina Macias

**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 June 1, 2016, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. Delta Wireless Renewal Contract
- e. Disposition of Records for Old CAD – Altaris

**6. Project Planning for YECA Building – Information Only**

- a. Introduction of Principal Architect Nick Docous from Lionakas

**7. P25 Planning for W. Sacramento and Impacts to Member Agencies – Information Only**

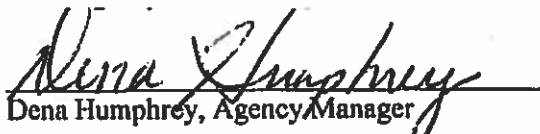
- a. Charles Keasler will provide a brief update on the P25 project for W. Sacramento

**8. Next Scheduled JPA Board Meeting TBD**

**9. Items for Future Agenda**

**10. Adjournment**

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before July 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**

June 1, 2016

**MINUTES**

The YECA Governing Board of met on Wednesday, June 1, 2016 at the Yolo Emergency Communications Agency, 35 N Cottonwood Street, Woodland. Chair Tom Lopez called the meeting to order at 2:10 p.m.

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

**Entry No.2**

Public Comment

None

**Entry No. 3**

Announcements

Executive Director Dena Humphrey introduced the new Operations Manager, Leah Goodwin to the Board.

Resolutions were presented by Board Chair Tom Lopez to Karen Avara and Marci Criste on their upcoming retirement.

I.T. Manager Mike Bowler gave the Board a brief update on the Pulse Point interface.

**Entry No. 4**

**Minute Order No. 2016-09; Approval of Agenda**

The Agenda was approved as presented.

**MOTION:** Bellini **SECOND:** McDonald **AYES:** Lopez, Fredericksen, Donlevy, McDonald, Bellini

**Entry No. 5**

**Minute Order No. 2016-10; Approval of Consent Agenda**

The Consent Agenda was approved as presented.

**MOTION:** Bellini **SECOND:** Fredricksen **AYES:** Lopez, Bellini, McDonald, Fredericksen, Donlevy.

**Entry No. 6**

**Minute Order No. 2016-11; Approval of Recommendation to hire an architectural firm**

The JPA Board approved the recommendation made to hire an architectural firm to estimate costs for a remodel at YECA's current location as a baseline. The baseline could then be used as a budgetary number and as a comparison model to another location for a side by side approach.

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

**Entry No. 7**

**Minute Order No. 2016-12; Approval of Recommendation of CSI Telecommunications proposal**

The JPA Board approved the recommendation made to approve the proposal provided by CSI Telecommunications for engineering services addressing the soon to be obsolete Alcatel's multiplexer equipment.

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

**Entry No. 8**

**Minute Order No. 2016-13; Governing Board Elections**

For FY 2016/2017, member Tom McDonald was elected Chair and member Gary Fredricksen was elected Co-Chair

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

**Entry No. 9**

Next scheduled JPA Board Meeting is August 3, 2016

Meeting was adjourned at 2:33 p.m.

Minutes submitted by: Marci Criste, Recording Secretary

## STAFF REPORT

**Agenda Item:** 5.b

**Date:** August 3, 2016  
**To:** YECA Governing Board  
**Thru:** Dena Humphrey, Executive Director  
**From:** Leah Goodwin, Operations Manager  
**Subject:** Operations Division Report

**Recommendation:** No action required; information only.

**Summary:** Operations staff is currently engaged in the following:

**Staffing:**

1. Interviews were held on July 18 and 19<sup>th</sup> and are scheduled for October 5<sup>th</sup> and 12<sup>th</sup>.
2. Out of 32 funded dispatcher positions:
  - 21 are cross-trained, (66%),
  - 6 are in training,
  - 2 are scheduled to begin in August,
  - 3 current vacancies,
  - 2 anticipated losses (1 retirement in August, 1 relocation in December).
    - a. Laura Swink has completed all radio channels and Dispatcher in Charge training.
    - b. Chris Buck is currently training on Fire (final console); scheduled for release to work independently 8/16/2016.
    - c. Mayra Bermun-Perez has completed training on West Sacramento and will begin her final radio, Yolo/Winters console, in October.
    - d. Elaine Maher is currently training on the Yolo/Winters (first radio) console and scheduled for release to work independently August 11, 2016.
    - e. Jennifer Koch is currently training on the Woodland Police (first radio) console and scheduled for release to work independently August 7, 2016.
    - f. Melissa Romero is currently training on Fire (first radio).
3. New trainee's Daniel Barrera and Katie Gonzalez are scheduled to begin our in-house training academy on August 7, 2016.
4. Next in-house scheduled to begin January 22, 2017.
5. Dispatcher III promotional process in progress – Interviews scheduled for 8/17/2016.

**Internal Affairs: June 2016-July 2016**

1. **Grievances:** None
2. **Complaints:** None
3. **Commendations:** Chris Buck was formally commended by West Sacramento Police for professionalism in the handling of a bank robbery.

**Monthly Gold Board Employee Recognition:**

**June 2016:**

Kim Maynard is the June winner; she was recognized for doing a great job fielding calls during the West Sacramento 211 incident.

Additional recognition goes to Stephanie Taylor, Chris Buck, Tammy Leggins, Elaine Helphingstine, Le Sandoval, Jennifer Koch, Craig Priester, Kristen Root, Brenda DePrato, Irina Kinda, Scott Roberson, Laura Swink, Elaine Maher, Krista Ralph, Diana Wilson, Scott Fletcher, Amanda Garrison, Melissa Romero, Kim Lindsay, Dave Hetland and Kim Soares.

**Statistical Information:**

- Monthly Phone Statistics:

Month	9-1-1	Non-Emergency	Outgoing	Total
June	5,513	23,163	6,254	<b>34,932</b>

*5.29% Increase from May 2016*

- Monthly CAD Events:

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

Month	Law	Fire	Other	Total
June	14,145	2,261	916	<b>17,332</b>

*4.56% Increase from May 2016*

- Confidential Records Requests:

Month	# of Requests
June	<b>177</b>

*18% Increase from May 2016*

**Projects:**

1. In-house Training Academy
2. Training Committee/Communication Training Officer Program
3. Tactical Dispatcher Program
4. Dispatcher III job/task analysis
5. EMD-QA Implementation



## STAFF REPORT

**Agenda Item:** 5.d

**Date:** August 3, 2016  
**To:** YECA Governing Board  
**From:** Dena Humphrey, Executive Director  
**Subject:** Radio Maintenance Contract Renewal

**Recommendation:** Approve Signing Authority to Executive Director to Renew Radio Maintenance Services with Delta Wireless

**Summary:**

The Delta Wireless contract is upon expiration, as our primary service provider for the radio and microwave system. Delta Wireless has been serving the agency since 2013. 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. Delta Wireless is a Motorola Elite Service Specialist provider, which requires providers to uphold the highest standards within the industry.

This renewal is to contract for another year and provides a maximum 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 for radio and microwave system failures, an annual preventive maintenance optimization of the system, regular maintenance, trouble shooting, 24/7 Tech support; fixed hourly rates for engineering services, radio repair, parts, and in-shop labor.

Due to the specialized and complexity of radio and engineering services, Delta has eight certified technicians available to provide regular repair, maintenance, and after hour tech support from their Sacramento location. All technicians employed by Delta have passed extensive background checks. Delta has been serving the area since 1996, and includes some of the following surrounding customers: UCD, City of Davis, Citrus Heights, Roseville, Nevada County Sheriff, Folsom PD, and Sacramento Airport, and works alongside Sacramento Regional Radio Communications System (SRRCS).

If approved, the contract term would cover periods July 1, 2016 – June 30, 2017. The cost not to exceed is \$115,000, a 4% increase from last year. The cost not to exceed also includes a 10% contingency for equipment replacement and any other additional cost not covered under the scope of work. This contract also includes fixed hourly rates for member agencies seeking radio/mobile repair and maintenance services.



## STAFF REPORT

**Agenda Item:** 5.e

**Date:** Aug 3, 2016  
**To:** YECA Governing Board  
**Thru:** Dena Humphrey, Executive Director  
**From:** Mike Bowler, IT Manager  
**Subject:** Disposition of Records for Altaris CAD  
**Recommendation:** No Action Required; Information Only

**Summary:**

The Altaris Computer Aided Dispatch (CAD) system was in use as the primary system for YECA 1998 – 2013, then was replaced by a Tri Tech CAD system September 2013. Following YECA Records Retention Policy, CAD records are to be maintained for a period of three (3) years.

YECA Internal Operating Procedures Section 620.F.5 reads:

*CAD Records are retained for three (3) years. To manage the storage, records are expunged monthly, wherein data that is three (3) years past the current month will no longer be retrievable.*

As the 3-year retention period is approaching staff is preparing for final disposition. YECA staff will be decommissioning the Altaris servers, destroying the hard drives (which will delete the CAD records for periods 2000-2013), and dispose of the servers via sale on [publicsurplus.com](http://publicsurplus.com).