

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD**

**Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland, CA 95695
December 7, 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 October 5, 2016, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update

6. Old Business

- a. P25 Radio Updates
- b. After Hours Records Update
- c. Member Cost Formula Update

7. FY15/16 External Audit Presentation by Macias Gini & O'Connell LLP, Scott Brunner, CPA

- a. FY15/16 Fiscal Audit Report - Attachment

8. Closed Session:

Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to § 54956.9(d)(2): 1

9. Next Scheduled JPA Board Meeting TBD

10. Items for Future Agenda

- a. CSI Recommendations for Microwave System
- b. Lionakis Building Assessment

11. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before December 2, 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 Corina Macias at (530) 666-8919 or (530) 666-8909 (fax). Requests for accommodations must be made at least two full business days before the start of the meeting. ****

Agenda Item: 5.a

**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)
GOVERNING BOARD**

October 5, 2016

MINUTES

The YECA Governing Board met on Wednesday, October 5, 2016 at the Yolo Emergency Communications Agency, 35 N Cottonwood Street, Woodland. Chair Tom McDonald called the meeting to order at 2:04 p.m.

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

ABSENT: John Donlevy, City of Winters.

Entry No.2

Public Comment

None

Entry No. 3

Announcements

None

Entry No. 4

Minute Order No. 2016-24; Approval of Agenda

The Agenda approved as presented.

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

Entry No. 5

Minute Order No. 2016-25; Approval of Consent Agenda

The Consent Agenda approved as presented.

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

Entry No. 6

Minute Order No. 2016-26; Old Business –

A. P25 Radio Updates – Update-Informational Only

Charles Keasler presented a brief update on the P25 project.

Agenda Item: 5.a

- B. **After Hours Records Update** – Dena Humphrey presented Meeting date has been schedule for October 17, 2016 with Operations Manager Leah Goodwin to discuss records after hours coverage. City of Winters has a conflict with Oct. 17, 2016 will not be able to attend.
- C. **Member Cost Formula Update** – Dena Humphrey presented; met with City Manager of Woodland Paul Navazio & City Manager of Winters John Donlevy to discuss financial data requirements for member agencies cost formula. Will meet again October 26, 2016 with city managers. Will present at December JPA Board Meeting.

Entry No. 7

Minute Order No. 2016-27; W. Sacramento Fire Request to Discuss Interface Capabilities with Sacramento Regional Fire Communications Center.

- a. Chief John Heilmann to provide background to the Board – Chief John Heilmann presented that a formal letter is required for YECA and Sacramento Regional Fire Communications Center to meet and discuss possible interface capabilities. Letter is needed to be forwarded to Teresa Murray.

Discussion: Board Member Tom Lopez asked Chief John Heilmann to provide what is required in the formal letter in “sample template.” Once received, a formal letter will be sent to Sacramento Regional Fire Communications Center Teresa Murray.

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

Entry No. 8

Next Scheduled JPA Board Meeting December 7, 2016

Note: Due to absences November 2, 2016 JPA Board Meeting cancelled.

Entry No. 9

Items for Future Agenda

- a. Lionakis Building Assessment
- b. CSI Recommendations for Microwave Equipment

Meeting was Adjourned 2:17pm

Minutes submitted by: Eloise Austin, Recording Secretary

STAFF REPORT

Agenda Item: 5.b

Date: December 7, 2016
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
From: Leah Goodwin, Operations Manager
Subject: September-October Operations Division Report

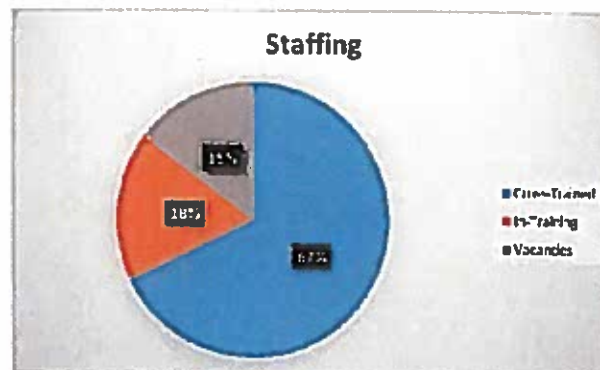
Recommendation: No action required; information only.

Summary: Operations staff is currently engaged in the following:

Staffing:

1. Current recruitments for the five vacancies have moved to the background investigation stage. Successful applicants passing background and pre-employment requirements will begin the in-house academy January 22, 2017.
2. Our two newest staff members, Danny Barrera & Katie Gonzalez are progressing through the call-taking phase of training, Danny is estimated to be released in December and Katie in November.

3. Out of 32 funded dispatcher positions:
 - 22 are cross-trained, (67%),
 - 6 are in training, (18%)
 - 5 current vacancies (15%)
 - 1 anticipated loss in December
 - 1 potential loss in January



- a. Jennifer Koch has is scheduled to begin training on Yolo County Sheriff console at the end of November (third radio.)
- b. Elaine Maher has begun training on the Fire console (second radio) and her anticipated release date is in mid-December.
- c. Melissa Romero is scheduled to begin training on the West Sacramento Police console at the end of November (second radio.)
- d. Irina Kinda has been released to work independently on the Woodland Police console (first radio) and is scheduled to begin training on Yolo County Sheriff console at the end of December.

Statistical Information:

September Monthly Phone Statistics: (5.39% increase from August 2016)

Description	Totals for September 2016
WSP Incoming Non-Emerg	4,618
WDP Incoming Non-Emerg	4,974
YSO Incoming Non-Emerg	1,887
WNP Incoming Non-Emerg	600
COMM line Incoming Non-Emerg	3,374
9-1-1 Lines	4,783
7 Digit Emergency	725
Misc.	163
Outgoing Calls	6,368
Total Call Volume	27,492

October Monthly Phone Statistics: (1.3% increase from September 2016)

Description	Totals for October 2016
WSP Incoming Non-Emerg	5,194
WDP Incoming Non-Emerg	4,915
YSO Incoming Non-Emerg	1,803
WNP Incoming Non-Emerg	501
COMM line Incoming Non-Emerg	3,441
9-1-1 Lines	4,316
7 Digit Emergency	621
Misc.	234
Outgoing Calls	6,831
Total Call Volume	27,856

September CAD Events: (6.5% decrease from August 2016)

CAD Calls Entered for Service				
Fire	Medical	Law	Other	Total
1,320	925	13,535	839	16,619

October CAD Events: (0.05% increase from September 2016)

CAD Calls Entered for Service				
Fire	Medical	Law	Other	Total
1,499	922	13,087	953	16,628
<i>11.9% increase</i>	<i>.3% decrease</i>	<i>3.4% decrease</i>	<i>12% increase</i>	

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

September Confidential Records Requests:

195 (31% increase from August 2016)

October Confidential Records Requests:

117 (40% decrease from September, 2016)

Recordings and CAD printout requests from public, member agencies and DA office.

September After-Hours Records Entries: (19% decrease from August, 2016)

After Hours Records Entries			
WSP	WDP	WNP	Total
186	183	7	376

October After-Hours Records Entries: (9.8%% increase from September, 2016)

After Hours Records Entries			
WSP	WDP	WNP	Total
175	233	9	417
<i>6.2% decrease</i>	<i>21% increase</i>	<i>22% increase</i>	

September CLETS Inquires:

September 2016 CLETS Inquiries		
9/1-9/30/2016	CADI- CAD9	34,448

October CLETS Inquires: (0.7% increase from September 2016)

September 2016 CLETS Inquiries		
10/1-10/31/2016	CADI- CAD9	34,686

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Projects:

1. Training Committee/Communication Training Officer Program
 2. Tactical Dispatcher Program
 3. EMD-QA Implementation
 - a. Software installed at YEMSA
 4. MCI /Implementation - completed
 5. IOP Review
 6. FY2016 Homeland Security Grant – Back-up batteries for Bald & Winters Sites
 7. Evacuation Plan
 8. Records After-Hours Responsibilities Group
 9. Recruitment Plan
 10. Staffing Study
 11. 2017 Training Plan
- a. 10/17/2016: Met with Records Manager Group (excluding Winters PD, unable to attend)
 - b. 10/25/2016: Data requested provided to Lorrie Marin, YSO for review.
 - c. 11/10/2016: Additional data provided to Woodland & Davis PD.

Agenda Item: 7.a

**Yolo Emergency Communications Agency
Independent Auditor's Report
For Fiscal Year Ended June 30, 2016**

Attachment