

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD
March 2, 2022
2:00 P.M. Public Session**

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

NOTE: This meeting is being agendized to allow Board Members, staff, and the public to participate in the meeting via teleconference, pursuant to the Governor’s Executive Order N-29-20 (March 17, 2020), available at the following link:

Teleconference Options to join Zoom meeting:
By PC: <https://us02web.zoom.us/j/84256097223>
Meeting ID: 842 5609 7223
Or
By Phone: (669) 900-6833
Meeting ID: 896 5024 0574

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

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 Feb 2, 2022, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 2021 Calls for Service Annual Report

6. Old Business

- a. Robbins Fire District Update

7. Upcoming Potential Grant Funding Projects * Information Only

- a. Discussion for potential projects to be considered by the Yocha Dehe Community Fund

8. Closed Session

Conference with Labor Negotiator (CG54957.6)

Agency Representative: Dena Humphrey, Executive Director

Gregory Ramirez, IEDA Labor Consultant

Employee Organization: Yolo Communications Dispatchers Association (YCDA)

9. Next Scheduled JPA Board Meeting Date April 6, 2022

10. Items for Future Meeting Agenda

- a. FY22/23 Draft Budget

11. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before February 25, 2022 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

PUBLIC PARTICIPATION INSTRUCTIONS:

Based on guidance from the California Department of Public Health and the California Governor's Office, in order to minimize the spread of the COVID 19 virus, please do the following:

1. You are strongly encouraged to observe the live stream of the meeting at, Meeting ID: <https://us02web.zoom.us/j/84256097223> 842 5609 7223 or by phone at (669) 900-6833 Meeting ID: 842 5609 7223.
2. If you are joining the meeting via zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make comment. The chair will call you by name or phone number when it is your turn to comment. Speakers will be limited to 3:00 minutes.
3. If you choose not to observe the meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 p.m. on the Monday prior to the meeting. Please submit your comment to the Dena Humphrey at dhumphrey@yolo911.org. Your comment will be placed into the record at the Board meeting.
4. If you are watching/listening to the live stream of the meeting and wish to make either a general public comment or to comment on a specific agenda item as it is being heard, you may also submit your comment, limited to 250 words or less, to the Dena Humphrey at dhumphrey@yolo911.org noting in the subject line: For Public Comment. Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.

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
February 2, 2022
2:00 P.M. Public Session
Minutes**

The YECA Governing Board met on Wednesday February 2nd, 2022 at Yolo Emergency Communications Agency 35 N Cottonwood – Conference Room, Woodland. Chair Steve Binns called the meeting to order at 2:03 p.m.

This meeting was formatted to allow Board Members, staff, and the public to participate in the meeting via teleconference, pursuant to the Governor’s Executive Order N-29-20 (March 17, 2020), was available at the following link:

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PRESENT: Primary Board Members: Steve Binns, City of West Sacramento, Dena Humphrey, YECA Executive Director
Joined via ZOOM: Tom Lopez, Yolo County, Rebecca Ramirez, Yocha Dehe Wintun Nation, John Miller, City of Winters, Kim McKinney, City of Woodland

Entry No.2

Minute Order No. 2022-01

Approval of the Agenda - [Approved as presented](#)

MOTION: Miller SECOND: Lopez AYES: Binns, Lopez, Ramirez, Miller, McKinney

Entry No. 3

Announcements- Welcome to the board Kim McKinney.

Entry No. 4

Public Comment – None

Entry No. 5

Minute Order No. 2022-02

Approval of Consent Agenda - [Approved](#)

- a. Approval of the Minutes from the Jan 5, 2022, Regular Meeting & Jan 10, 2022 Special Session Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 2021 4th Quarter- Dispatch to Que

MOTION: Lopez SECOND: McKinney AYES: Binns, Lopez, Ramirez, Miller, McKinney

Entry No. 6

Old Business

- a. **Robbins Fire District Update** – ED Humphrey advised she hasn’t received a response officially or un-officially since mailing out the 60-day formal notice to Sutter County. ED

Humphrey also reached out to the CAO. Board member Ramirez informed the Board that Chief Shallowitz attended the meeting of the Yolo Fire Chief's Association to express his objections to the formal letter. He felt action was taken quicker than he would have liked but ultimately the Yolo Fire Chief's Association did not support this point of view given the length of time this has been discussed with no movement. Additional updates will be presented at the March 2nd meeting and the deadline still remains as March 7th for YECA to cease dispatch services for Robbins Fire District.

Entry No. 7

FY20/21 External Audit Presentation by Richardson & Company, CPA's- Info Only

- a. FY20/21 Fiscal Audit Summary
- b. FY20/21 Audit Letters
- c. FY20/21 Fiscal Audit Financials

Ingrid Shepline presented audit findings. Ingrid advised that the negative unrestricted net position was due to OPEB and pension as a projection of resources that will be needed once current employees retire. Overall they found no compliance issues or issues with internal controls and had no difficulties in performing the audit. Accounting records were in good condition, the only recommendation is to establish a procedures manual now that YECA is using an in-house accounting system.

Entry No. 8

Closed Session- Out of Session: 2:24 p.m.

- a. Conference with Labor Negotiator (CG54957.6)

Agency Representative: Dena Humphrey, Executive Director

Gregory Ramirez, IEDA Labor Consultant

Employee Organization: Yolo Communications Dispatchers Association (YCDA)

Back in session: 2:32 p.m. – Reportable Action- The Board gave direction to staff to move forward with current negotiation plans.

Entry No. 9

Next Scheduled JPA Board Meeting Date March 2, 2022

Entry No.10

Items for Future Agenda – None

Entry No. 11 Meeting Adjourned at 2:33 p.m.

Minutes submitted by Tianna Dumas

STAFF REPORT

Agenda Item: 5.b

Date: March 2, 2022
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
From: Leah Goodwin, Deputy Director
Subject: January 2022 Operations Division Report
Recommendation: No action required; information only.
Summary: Operations staff is currently engaged in the following:

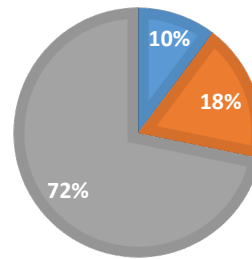
Staffing:

1. Out of 39 funded operations positions:

Classification	Filled	Funded	Vacant
Supervisor	4	4	0
Operations Supervisor	1	1	0
Dispatcher III	4	4	0
Dispatcher I/II	23	26	3
Dispatch Assistant	3	4	1
TOTAL	35	39	4

MARCH 2022 STAFFING

■ Vacancies ■ In-Training ■ Trained



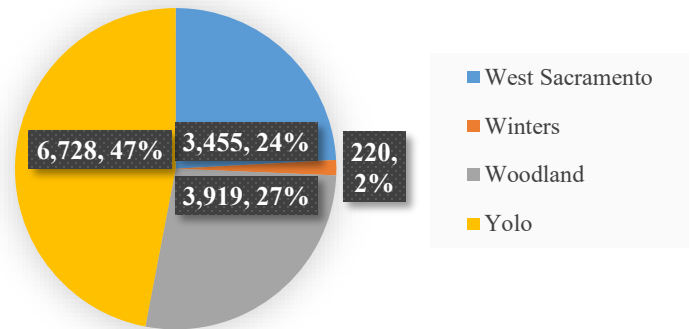
- a. Bailey Clemons has completed training on the WPD radio (3rd console) and has begun training on the Fire console (4th and final console).
 - b. Gabriel Hernandez has completed training on the YSO/WNP radio (2nd console) and has begun training on the WSP radio (3rd console).
 - c. Nikole Patterson has completed training on the WSP radio (2nd radio) and has begun training on the WDP radio (3rd console).
 - d. Cody Wooten has completed training on the Fire radio (1st console) and has begun training on the WPD radio (2nd console).
 - e. New dispatchers: Toni Hogan, Benicia Lammon & Jodean Hernandez have completed the in-house academy and have begun the call taking phase of their training.
2. Recruitment has closed and there are 7 applicants that have moved forward to the Director Interview phase of the selection process for the May 2022 academy.
 3. Recruitment will open April 18, 2022 for August 2022 academy.

Statistical Information:

Monthly Phones:

	Jan	YTD
9-1-1	4,569	4,569
7-Digit Emergency	877	877
AMR	92	92
West Sacramento	3,455	3,455
Winters	220	220
Woodland	3,919	3,919
Yolo	6,728	6,728
Outgoing	4,889	4,889
TOTAL	22,319	22,319

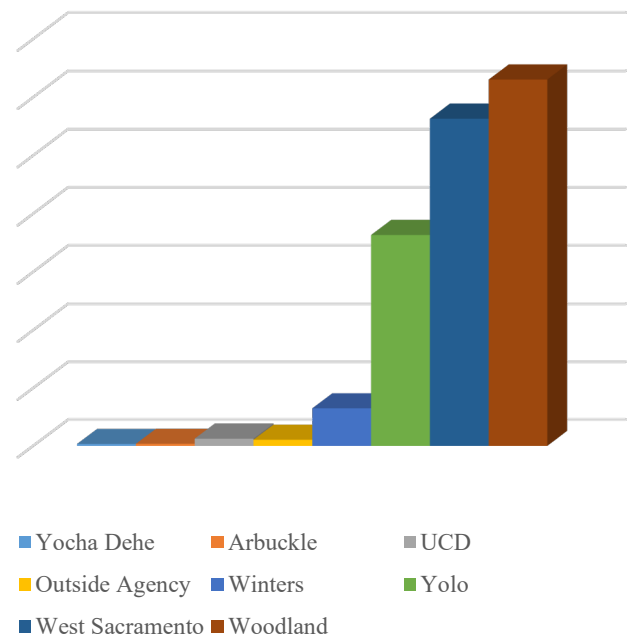
**2021 YTD
Incoming Non-Emergency
Lines**



Monthly CAD Events:

	Jan	YTD
West Sacramento		
TOTAL	5,633	5,633
Winters		
TOTAL	651	651
Woodland		
TOTAL	6,306	6,306
Yolo		
TOTAL	3,636	3,636
Yocha Dehe		
TOTAL	34	34
Arbuckle		
TOTAL	37	37
Outside Agency/non-geo validated		
TOTAL	107	107
UCD		
TOTAL	125	125
GRAND TOTAL	16,529	16,529

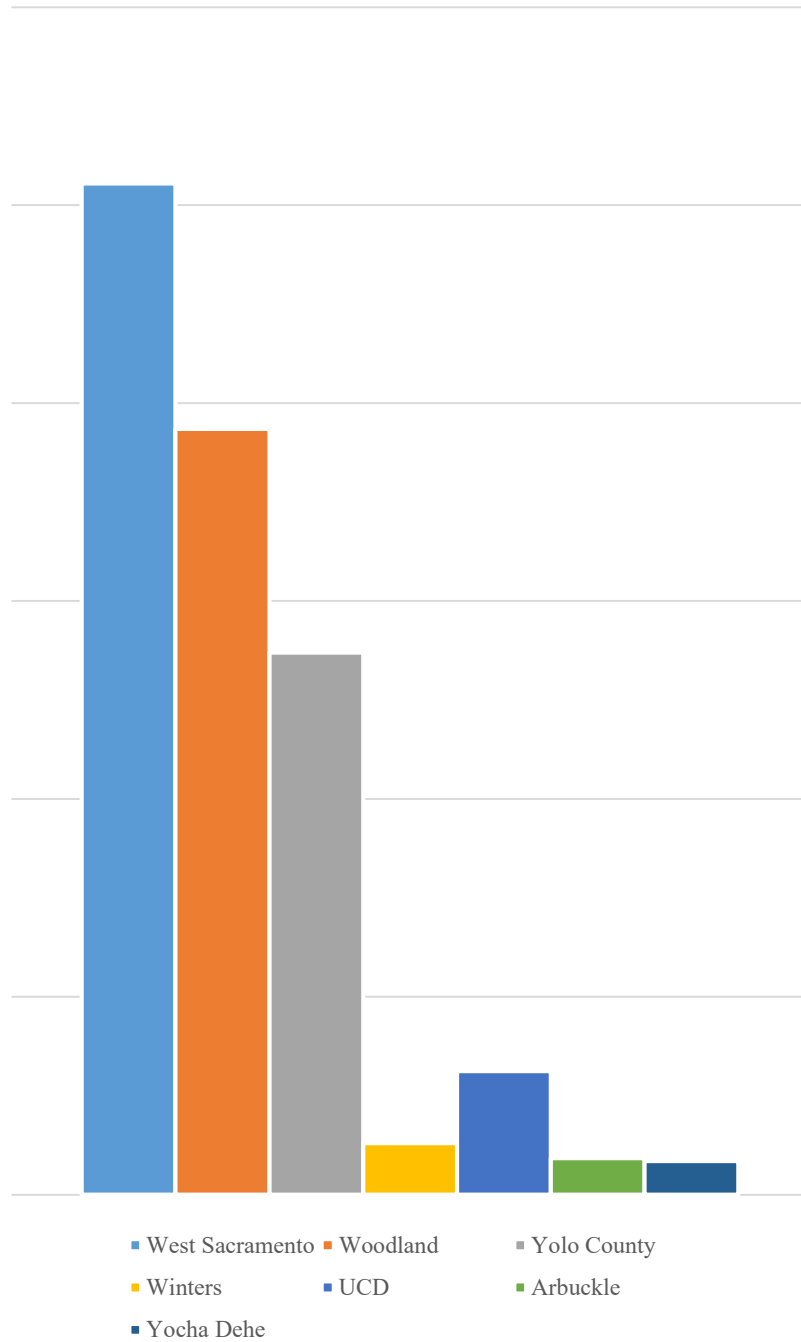
2021 CAD Events



Fire CAD Events:

	Jan
West Sacramento	
Fire	388
Medical	634
TOTAL	1,022
Winters	
Fire	55
Medical	52
TOTAL	107
Woodland	
Fire	354
Medical	420
TOTAL	774
Yolo	
Fire	456
Medical	92
TOTAL	548
Yocha Dehe	
Fire	15
Medical	19
TOTAL	34
Arbuckle	
Fire	13
Medical	24
TOTAL	37
UCD	
Fire	67
Medical	58
TOTAL	125
ALL	
Fire	1,348
Medical	1,299
TOTAL	2,647

2022 Fire Events



CLETS Inquiries>Returns:

	Jan
Inquiries	30,625
Returns	49,494

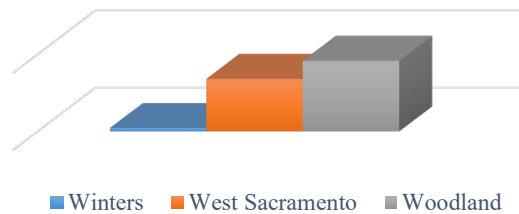
Confidential Records Requests (Audio & CAD Print out):

Jan
174

After-Hours Records Entries:

	Jan
West Sacramento	341
Winters	22
Woodland	458
TOTAL	821

2021 YTD Records Entries



Text to 9-1-1:

	Jan
TOTAL	<u>5</u>

IROC (Fire Resource Ordering Entries):

	Jan
IROC	0

IROC Team Refresher training developed and scheduled for April 2022

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> <u>(1500)</u>
0-10 seconds	94.93%
0-15 seconds	99.32%
0-20 seconds	100.00%

Projects:

1. Leadership Development Training
 - a. Operations Supervisor Hoyt transition to tasks (off the floor February 2022)
 - b. Dispatch Supervisor Brewer training and development
 - c. Dispatcher III training: Melissa Viramontes & Connie Kenton
2. EMD-QA – Ops Supervisor Hoyt continues to complete reviews during pandemic due to YEMSA unavailability
3. Policy Manual Revisions

4. Disaster Recovery Plan
 - a. Cases completed, initial phase of staff training completed
 - b. Cases being used in tactical call outs and training
5. Recruitment – in progress
6. Succession Planning
7. 2022 In-Service Training Plan
 - a. Pro-QA Refresher scheduled
 - b. Schedule created
 - c. Fire In-service scheduled for April-May
 - d. IROC Refresher Scheduled
8. CalOES GIS Pilot Project
9. CalOES eCaTs Routing Project
10. Next Gen 9-1-1 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 in progress
11. CPE Replacement Planning (pending upgrade to Next Gen)
12. YCDA Negotiations
13. Applicant Tracking System
14. Onboarding Implementation
15. Headset Replacement

Agenda Item: 5.c

YECA BUDGET MANAGEMENT SUMMARY

2021 / 2022 As of 02/28/2022

	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%
	JUL-21	AUG-21	SEPT-21	OCT-21	NOV-21	DEC-21	JAN-22	FEB-22	MAR-22	APR-22	MAY-22	JUN-22
B/U 30 ADMINISTRATION												
Appropriations	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 211,126	\$ 282,546	\$ 381,655	\$ 597,402	\$ 684,723	\$ 776,841	\$ 847,271	\$ 945,982				
Unencumbered	\$ 1,880,619	\$ 1,809,199	\$ 1,710,090	\$ 1,494,343	\$ 1,407,022	\$ 1,339,224	\$ 1,244,474	\$ 1,145,763	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745
Percent Expended	10%	14%	18%	29%	33%	37%	41%	45%	0%	0%	0%	0%
B/U 40 OPERATIONS - DISPATCH												
Appropriations	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 351,846	\$ 620,756	\$ 986,513	\$ 1,064,427	\$ 1,413,957	\$ 1,809,054	\$ 2,094,145	\$ 2,374,094				
Unencumbered	\$ 4,012,767	\$ 3,743,857	\$ 3,378,100	\$ 3,300,186	\$ 2,950,656	\$ 2,555,559	\$ 2,270,468	\$ 1,990,519	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613
Percent Expended	8%	14%	23%	24%	32%	41%	48%	54%	0%	0%	0%	0%
B/U 50 INFORMATION TECHNOLOGY												
Appropriations	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 88,847	\$ 97,625	\$ 405,563	\$ 427,130	\$ 424,720	\$ 468,231	\$ 502,059	\$ 517,842				
Unencumbered	\$ -	\$ 569,615	\$ 261,677	\$ 240,110	\$ 242,520	\$ 199,009	\$ 165,181	\$ 149,398	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240
Percent Expended	13%	15%	61%	64%	64%	70%	75%	78%	0%	0%	0%	0%
TOTAL Appropriations	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 651,819	\$ 1,000,927	\$ 1,773,731	\$ 2,088,960	\$ 2,523,401	\$ 3,054,127	\$ 3,443,475	\$ 3,837,918				
Unencumbered	\$ 6,471,779	\$ 6,122,671	\$ 5,349,867	\$ 5,034,638	\$ 4,600,197	\$ 4,069,471	\$ 3,680,123	\$ 3,285,680	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598
Percent Expended	9%	14%	25%	29%	35%	43%	48%	54%	0%	0%	0%	0%
TOTAL Estimated Revenue	\$ 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	\$ 1,648,701	\$ 3,624,014	\$ 4,763,758	\$ 4,764,602	\$ 4,768,198	\$ 5,926,469	\$ 5,927,513	\$ 5,927,593				
Unrealized Revenue	\$ 5,187,545	\$ 3,212,232	\$ 2,072,488	\$ 2,071,644	\$ 2,068,048	\$ 909,777	\$ 908,733	\$ 908,653	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246
Percent Realized	24%	53%	70%	70%	70%	87%	87%	87%	0%	0%	0%	0%

YOLO

EMERGENCY

COMMUNICATIONS

AGENCY



2021

ANNUAL CALLS

FOR SERVICE REPORT

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YECA – YOLO
EMERGENCY
COMMUNICATIONS
AGENCY

EMD – EMERGENCY
MEDICAL DISPATCHER

CLETS – CALIFORNIA
LAW ENFORCEMENT
TELECOMMUNICATIONS
SYSTEM

CAD – COMPUTER
AIDED DISPATCH

JPA – JOINT POWERS
AUTHORITY

CAD EVENTS & ALL PHONE

YECA UTILIZES TRITECH CAD SOFTWARE TO SUPPORT THE COMPLEXITIES OF YECA'S MULTI-JURISDICTIONAL ENVIRONMENT.

ALL CAD EVENTS =

207,289

+6.5% FROM 2020



ALL FIRE EVENTS =

17,718



ALL LAW EVENTS =

159,535



ALL MEDICAL EVENTS =

14,065



ALL SUPPORT EVENTS =

15,971



YECA UTILIZES AT&T'S VESTA PHONE SYSTEM TO RETRIEVE AND PROCESS INCOMING AND OUTGOING CALLS.

59,797

9-1-1 CALLS

+3% FROM 2020

66,704

OUTGOING CALLS

-2% FROM 2020

170,289

NON-EMERGENCY CALLS

+1% FROM 2020

297,086

TOTAL CALLS

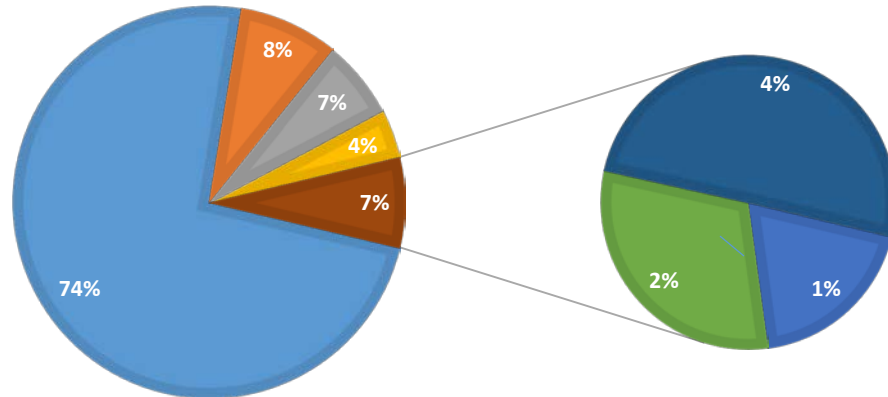
+1% FROM 2020



ALL AGENCIES

2021 OVERALL STATISTICS

■ Law ■ Fire ■ Medical ■ Police Records Entries* ■ Probation ■ Public Works/Support ■ Animal Control



Overall YECA	2020 Total	2021 Total	% Change
Calls for Services			
Law	150,882	159,535	6%
Fire	18,366	17,718	-4%
Medical	12,402	14,065	13%
Police Records Entries*	7,717	8,492	10%
Probation	2,652	3,056	15%
Public Works/Support	2,633	4,896	86%
Animal Control	6,826	8,019	17%
Total	201,478	215,781	7%

*WEIGHTED BY TIME

CITY OF WINTERS



Agency	2020 Total	2021 Total	% Change
City of Winters			
Police	6,330	7,206	14%
Police Records Entries*	224	186	-17%
Fire	790	679	-14%
Medical	431	413	-4%
Public Works	46	58	26%
Animal Control	143	181	27%
CLETS Returns	28,266	24,182	-14%
Phone Calls	11,775	11,883	1%
Total	48,005	44,788	-7%

*WEIGHTED BY TIME

CITY OF WOODLAND



Agency	2020 Total	2021 Total	% Change
City of Woodland			
Police	61,359	63,168	3%
Police Records Entries*	3,873	4,461	15%
Fire	4,426	4,713	6%
Medical	4,564	5,368	18%
Public Works	830	992	20%
Animal Control	2,217	2,295	4%
CLETS Returns	262,406	229,765	-12%
Total Phone Calls	108,926	112,893	4%
Total	448,601	423,655	-6%

*WEIGHTED BY TIME

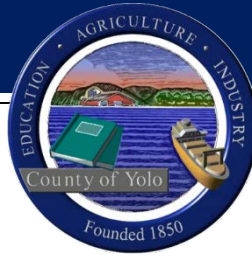
CITY OF WEST SACRAMENTO



Agency	2020 Total	2021 Total	% Change
City of West Sacramento			
Police	52,916	55,526	3%
Police Records Entries*	3,620	3,845	6%
Fire	4,545	4,431	-3%
Medical	5,851	6,305	8%
Public Works	423	568	34%
Animal Control	1,906	3,029	59%
CLETS Returns	254,395	205,553	-19%
Total Phone Calls	105,982	101,009	-5%
Total	430,638	380,266	-12%

*WEIGHTED BY TIME

COUNTY OF YOLO



Agency	2020 Total	2021 Total	% Change
County of Yolo			
Sheriff	28,327	30,515	8%
Fire	7,444	6,346	-15%
Medical	963	1,168	21%
Public Works	176	260	48%
Animal Control	2,296	2,514	9%
District Attorney	20	6	-70%
Maintenance	18	36	100%
Probation	2,652	3,056	15%
Social Services	1,089	1,253	15%
Environmental Health	11	14	27%
Explosive Ordinance	17	16	-6%
Fire Service Misc.	365	365	0%
Public Guardian	42	51	21%
CLETS Returns	162,529	145,097	-11%
Total Phone Calls	67,711	71,301	5%
Total	273,660	261,998	-4%

UNIVERSITY OF CALIFORNIA DAVIS



Contract Fire	2020 Total	2021 Total	% Change
UC Davis Fire			
Fire	698	857	15%
Medical	279	410	47%
Move-Ups	48	164	242%
Total	1,025	1,431	40%

YOCHA DEHE FIRE



Agency	2020 Total	2021 Total	% Change
Yocha Dehe Wintun Nation			
Fire	132	137	4%
Medical	166	250	51%
Total	298	387	30%

ARBUCKLE FIRE



Contract Fire	2020 Total	2021 Total	% Change
Arbuckle			
Fire	246	260	6%
Medical	179	204	14%
Total	425	464	9%