

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD**

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

March 4, 2015

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 February 18, 2015 Regular Meeting Pg. - 1
- b. Operations Division Report Pg. - 3
- c. Current Year Budget Status Update Pg. - 5

6. Old Business

- a. AMR CAD to CAD Status Update
- b. Consolidation Policy Project for Law & Fire Update Pg. - 6

7. Government Strategies Proposal

- a. Government Strategies Proposal Summary Pg. - 7

8. Closed Session

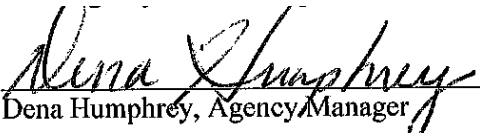
- a. Conference with Labor Negotiator (GC54957.6)
Agency Representative: Fran Buchanan
Employee Organization: Yolo Communications Dispatchers Association (YCDA)

9. Next Scheduled JPA Board Meeting April 1, 2015

10. Items for Future Agenda

11. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before February 27, 2015 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/BoardCalendar2015.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**

February 5, 2015

MINUTES

The YECA Governing Board met on Wednesday, February 5, 2015 at the Yolo Emergency Communications Agency, Woodland CA. Board Chair Sergio Gutierrez called the meeting to order at 3:04 p.m.

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

ABSENT: Dan Bellini, City of Woodland

Entry No. 2

Public Comment

None

Entry No. 3

Announcements

Board Member Fredricksen announced that Board Member Tom Lopez's birthday is coming up.

Entry No. 4

Minute Order No. 2015-03: Approval of Agenda

The Agenda was approved as presented.

MOTION: Fredricksen SECOND: Richardson AYES: Richardson, Gutierrez, Fredericksen, Lopez.

Entry No. 5

Minute Order No. 2015-04: Approval of Consent Agenda

The Consent Agenda was approved as presented.

MOTION: Lopez SECOND: Richardson AYES: Gutierrez, Richardson, Fredericksen, Lopez.

Entry No. 6

Old Business – Information Only

IT Manager Mike Bowler briefed the Board on the progress that's being made in the AMR CAD to CAD project. A possible "Go live" is scheduled for March 1st but is contingent on the additional functional testing that still needs to be completed.

Operations Manager Karen Avara updated the Board on the recent progress towards the policy consolidation project.

No action was taken, information only.

Entry No. 7

Automatic Transfer Switch (ATS) Project

Executive Director Dena Humphrey gave a wrap-up summary of the project to the Board. From design to construction it took approximately 7 months and came in under budget by 8%.

There was a tremendous amount of planning that went into this project and there was zero downtime. YECA staff was commended on their teamwork and that teamwork was an essential piece to the success of the project.

No action taken, information only.

Entry No. 8

FY 2015 – 2016 Base Budget Summary

A draft budget was presented for FY 2015-2016. The Executive Director discussed the information used to draft the budgets and answered questions from the Board. It was decided that additional information is needed and will be brought back to the Board next month.

The Executive Director presented an initial draft of the Capital Asset Plan to the Board. The plan will identify when an asset is needed and some potential funding that could offset the costs. A status of projects for FY14 was also presented.

No action was taken.

Entry No. 9

Closed Session

Board Chair Gutierrez adjourned the meeting to closed session at 3:26 p.m.

Reconvened to open session at 4:20 p.m.

No closed session announcements

The next scheduled meeting will be March 4, 2015.

Meeting was adjourned at 4:22 p.m.

Minutes submitted by: Marci Criste, Recording Secretary

STAFF REPORT

Agenda Item: 5.b.

Date: February 25, 2015
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:

Grants:

- The HSG award letter was received for FY14, although still awaiting EHP approval to complete the shelter security camera project.
- Staffing:
Nadia has been released to work the Sheriff/Winters radio, Maria has just begun training on Woodland PD and Laura, Savanna, Marisol and Chris have begun their on the floor call taking training.
- Internal Affairs: January 2015
 1. **Grievances:** None
 2. **Complaints:** None
 3. **Commendations:** Two
Chris Brewer and Tammy Lancaster both commended night shift personnel for their assistance in covering the room and assisting with a bomb threat call at Walmart in West Sacramento.
- Monthly Gold Board Employee Recognition:
The lucky Gold Board winner for January was Nadia Wasilevsky, she was recognized for coming in early to assist with the Walmart bomb threat call.

The following employees were also recognized for the month of January 2015:
Vanessa Hoyt, Tammy Lancaster, Kim Lindsay, Mayra Berumen-Perez, Diana Wilson, Stephanie Taylor, Brenda Kelley, Eloise Austin, Lee Sandoval, Kristen Root, Craig Priester, Ame Minnick, Charles Keasler, Billy Keen, Krista Bryant, Kim Maynard, Amanda Garrison, Tammy Leggins, Traci Fitzsimmons, Maria Bigham, Scott Roberson.

- National Public Safety Telecommunicators Week:
The Organization of Public Safety Telecommunicators (OPST) Award Banquet will be on Saturday, April 11th at Thunder Valley Casino, tickets are \$30.
- Quarterly Perfect Attendance Awards:
The following employees had perfect attendance for November 2014-January 2015:
Mayra Berumen-Perez
Maria Bigham
Teri Lynn Caughie
Vanessa Hoyt
Ame Minnick
Craig Priester
Lee Sandoval
Stephanie Taylor
Nadia Wasilevsky

Statistical Information:

- Monthly Phone Statistics:

Month	9-1-1	Non-Emergency	Outgoing	Total
January	4,687	16,224	6,918	27,829

- 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
January	14,131	1,997	859

- Confidential Records Requests:

Month	# of Requests
January	131

Agenda Item: 5.c.

YECA BUDGET MANAGEMENT SUMMARY

2014 / 2015 As of 2/25/15

	8% JUL-14	17% AUG-14	25% SEPT-14	33% OCT-14	42% NOV-14	50% DEC-14	58% JAN-15	67% FEB-15	75% MAR-15	83% APR-15	92% MAY-15	100% JUN-15
360 360-1 ADMINISTRATION												
Appropriations	\$ 2,409,409	\$ 2,409,409	\$ 2,409,409	\$ 2,409,409	\$ 2,409,409	\$ 2,409,409	\$ 2,409,409	\$ 2,409,409	\$ 2,409,409	\$ 2,409,409	\$ 2,409,409	\$ 2,409,409
Expenditures	\$ 40,589	\$ 127,560	\$ 328,017	\$ 664,618	\$ 868,408	\$ 972,716	\$ 1,059,050	\$ 1,170,943	\$ -	\$ -	\$ -	\$ -
Percent Expended	2%	5%	14%	28%	36%	40%	44%	49%	0%	0%	0%	0%
360 360-2 OPERATIONS - DISPATCH												
Appropriations	\$ 3,507,387	\$ 3,507,387	\$ 3,507,387	\$ 3,507,387	\$ 3,507,387	\$ 3,507,387	\$ 3,507,387	\$ 3,507,387	\$ 3,507,387	\$ 3,507,387	\$ 3,507,387	\$ 3,507,387
Expenditures	\$ 130,542	\$ 374,238	\$ 939,471	\$ 1,225,307	\$ 1,471,379	\$ 1,688,507	\$ 1,800,818	\$ 2,198,191	\$ -	\$ -	\$ -	\$ -
Percent Expended	4%	11%	27%	35%	42%	48%	51%	63%	0%	0%	0%	0%

TOTAL for all budget units - B/U 360-1 Administration; 360-2 Operations Dispatch;												
Appropriations	\$ 5,916,796	\$ 5,916,796	\$ 5,916,796	\$ 5,916,796	\$ 5,916,796	\$ 5,916,796	\$ 5,916,796	\$ 5,916,796	\$ 5,916,796	\$ 5,916,796	\$ 5,916,796	\$ 5,916,796
Encumbrances	\$ 3,441	\$ 3,430	\$ 3,206	\$ 2,985	\$ 2,854	\$ 2,714	\$ 2,523	\$ 2,398	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 171,130	\$ 501,798	\$ 1,267,488	\$ 1,889,925	\$ 2,339,787	\$ 2,661,223	\$ 2,859,868	\$ 3,369,134	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 5,742,225	\$ 5,411,568	\$ 4,646,102	\$ 4,023,886	\$ 3,574,155	\$ 3,252,859	\$ 3,054,405	\$ 2,545,264	\$ 5,916,796	\$ 5,916,796	\$ 5,916,796	\$ 5,916,796
Percent Expended	3%	9%	21%	32%	40%	45%	48%	57%	0%	0%	0%	0%
Estimated Revenue	\$ 5,916,796	\$ 5,916,796	\$ 5,916,796	\$ 5,916,796	\$ 5,916,796	\$ 5,916,796	\$ 5,916,796	\$ 5,916,796	\$ 5,916,796	\$ 5,916,796	\$ 5,916,796	\$ 5,916,796
Realized Revenue	\$ -	\$ 24,326	\$ 1,446,491	\$ 1,447,666	\$ 1,622,225	\$ 3,427,022	\$ 3,493,732	\$ 4,395,201	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	24%	24%	27%	58%	59%	74%	0%	0%	0%	0%

	8% JUL-14	17% AUG-14	25% SEPT-14	33% OCT-14	42% NOV-14	50% DEC-14	58% JAN-15	67% FEB-15	75% MAR-15	83% APR-15	92% MAY-15	100% JUN-15
360 360-3 CAD CAD PROJECT												
BofA Capital Lease												
Appropriations	\$ 699,392	\$ 699,392	\$ 699,392	\$ 699,392	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Expenditures	\$ -	\$ -	\$ 6,922	\$ 6,922	\$ 4,200	\$ 17,204	\$ 17,204	\$ 17,204	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 699,392	\$ 699,392	\$ 692,470	\$ 692,470	\$ 15,800	\$ 2,796	\$ 2,796	\$ 2,796	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Percent Expended	0%	0%	1%	1%	21%	86%	86%	86%	0%	0%	0%	0%
Estimated Revenue	\$ 699,392	\$ 699,392	\$ 699,392	\$ 699,392	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Realized Revenue	\$ -	\$ -	\$ 6,922	\$ 6,922	\$ 4,200	\$ 4,200	\$ 4,200	\$ 4,200	\$ -	\$ -	\$ -	\$ -
Unrealized Revenue	\$ 699,392	\$ 699,392	\$ 692,470	\$ 692,470	\$ 15,800	\$ 15,800	\$ 15,800	\$ 15,800	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Percent Realized	0%	0%	1%	1%	21%	21%	21%	21%	0%	0%	0%	0%
360 360-3 RAD RADIO PROJECT												
BofA Capital Lease												
Appropriations	\$ -	\$ -	\$ -	\$ -	\$ 672,470	\$ 672,470	\$ 672,470	\$ 672,470	\$ 672,470	\$ 672,470	\$ 672,470	\$ 672,470
Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 31,709	\$ 31,709	\$ 364,127	\$ 364,127	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ -	\$ -	\$ -	\$ -	\$ 640,761	\$ 640,761	\$ 308,343	\$ 308,343	\$ 672,470	\$ 672,470	\$ 672,470	\$ 672,470
Percent Expended	0%	0%	0%	0%	5%	5%	54%	54%	0%	0%	0%	0%
Estimated Revenue	\$ -	\$ -	\$ -	\$ -	\$ 672,470	\$ 672,470	\$ 672,470	\$ 672,470	\$ 672,470	\$ 672,470	\$ 672,470	\$ 672,470
Realized Revenue	\$ -	\$ -	\$ -	\$ -	\$ 31,709	\$ 31,709	\$ 364,127	\$ 364,127	\$ -	\$ -	\$ -	\$ -
Unrealized Revenue	\$ -	\$ -	\$ -	\$ -	\$ 640,761	\$ 640,761	\$ 308,343	\$ 308,343	\$ 672,470	\$ 672,470	\$ 672,470	\$ 672,470
Percent Realized	0%	0%	0%	0%	5%	5%	54%	54%	0%	0%	0%	0%

STAFF REPORT

Agenda Item: 6.b.

Date: February 23, 2015

To: YECA Governing Board

Thru: Dena Humphrey, Executive Director

From: Karen Avara, Operations Manager

Subject: Member Policy Consolidation Project Update

Recommendation: No action required; information only.

Summary:

The following is an update to the Board on the most recent progress towards the policy consolidation project. Both Law & Fire meet regularly to discuss various topics. The Law User Group meets monthly and the Fire Group (Operations Chief's) meets bi-monthly. The meetings have been incredibly successful and has helped tremendously with operations.

Law:

At the February 5th meeting the group discussed eliminating the CAD Advisor Alert on vehicle and persons run by units on their MDC's, all were in favor, the Sheriff's office had to take the item back to staff and will get back to us.

The next meeting is scheduled for March 4, 2015.

Fire:

Scott Fletcher has set up a new workgroup with West Sacramento and Woodland Fire to discuss policy consolidation as well as current and proposed incident types, and the response plans to those incident types.

The next meeting date for the West Sacramento/Woodland group is March 6th, Fire user group on March 9th, and the OP's group is April 8th.

STAFF REPORT

Agenda Item: 7.a.

Date: March 4, 2015

To: YECA Governing Board

From: Dena Humphrey, Executive Director

Subject: Government Strategies Proposal Summary

Recommendation: To Approve Contract W/Government Financial Strategies

The CalPERS pension rate formula has recently changed. CalPERS adopted a new method that was recently published in the latest Actuarial Valuation Report for June 2013. In this report CalPERS split out the side fund liability and employer rate. Under the new method CalPERS is isolating the side fund and charging a higher fixed amount to pay down the liability.

The side fund for YECA is currently \$2.4M with an interest rate through CalPERS at 7.5%. The table below shows how this new method will change YECA's annual costs:

	New Rate	Projected Future Employer Contribution Rates				
	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Employer Normal Cost%:	8.51%	8.90%	8.90%	8.90%	8.90%	8.90%
Employer Normal Cost	\$229,488	\$244,805	\$249,701	\$254,695	\$260,553	\$265,764
UAL\$	\$138,845	\$158,673	\$179,568	\$201,571	\$224,736	\$228,531
Total CalPERS Cost	\$368,333	\$403,478	\$429,269	\$456,266	\$485,289	\$494,295

Due to the increase in CalPERS costs Government Financial Strategies was contacted for possible solutions in reducing these costs. The interest alone for one year on \$2.4M at 7.5% is \$180k. Some agencies have elected to refinance their side fund liability to a lower interest rate to save money.

Government Strategies scope of work for financial analysis would include reviewing and researching the details, analyzing the viability of refinancing, researching potential lenders, and providing Board presentations. The initial budget for this project is approximately \$11,250, and should take approximately 6-8 weeks. Any other work in proceeding with funding would be a separate scope of work.