

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD
Wednesday, November 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 Ralph M. Brown Act, as amended by Assembly Bill 361:

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. YECA Presentation & Facility Tour – * Information only

- a. Presentation covering key issues for YECA and facility tour

3. Approval of the Agenda

4. Announcements

5. 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.

6. 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, 2022, Regular Meeting & July 1, 2022, Special Session Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 2022 Quarterly Law & Fire Dispatch to Que Call Stats

- e. Renew authorization for remote (teleconference/videoconference) meetings pursuant to Assembly Bill 361 on the basis that (a) the COVID-19 pandemic state of emergency is ongoing, and (b) meeting in person would present imminent risks to the health or safety of attendees.

7. YECA Member Cost Formula Review Discussion - Voted Item

- a. Board Member McKinney is requesting for the YECA members to consider a review of the current member cost formula for the annual budget allocations

8. Next Scheduled JPA Board Meeting Date TBD

9. Items for Future Meeting Agenda

10. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before October 28, 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 distributed to Board members and placed into the agency records of the Board meeting, but will not be read aloud.

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**

June 1, 2022

2:00 P.M. Public Session

Minutes

The YECA Governing Board met on Wednesday June 1st, 2022 at Yolo Emergency Communications Agency 35 N Cottonwood – Conference Room, Woodland. Chair Steve Binns called the meeting to order at 2:02 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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By Phone: (669) 900-6833
Meeting ID: 842 5609 7223

PRESENT: Primary Board Members: Steve Binns, City of West Sacramento, Dena Humphrey, YECA Executive Director, Kim McKinney, City of Woodland

Joined via ZOOM: Tom Lopez, Yolo County, John Miller, City of Winters

Absent: Rebecca Ramirez, Yocha Dehe Wintun Nation

Entry No.2

Minute Order No. 2022-08

Approval of the Agenda - [Approved](#)

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

Entry No. 3

Announcements- Amanda Garrison honored as Northern California APCO Telecommunicator of the Year

Entry No. 4

Public Comment – None

Entry No. 5

Minute Order No. 2022-09

Approval of Consent Agenda - [Approved](#)

- a. Approval of the Minutes from the April 6, 2022, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. Resolution Authorizing Remote & Hybrid Teleconference Meetings

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

***Miller Aye save item a. as he was absent**

Entry No. 6

Old Business

- a. YECA Building Prospects- Originally a July timeframe was suggested for the City Managers to meet at YECA. Board Member Lopez suggested pushing back this meeting as Yolo County hired a new CAO who starts June 20th. Board Member Lopez suggested meeting in August and Board Member Binns seconded this proposal. All Board Members agreed that this meeting should coincide with the next board meeting either in August or September.

Entry No. 7

After Hour Police Records Coverage Moving from YECA to the City of Woodland Police Department to Cover Cities of W. Sacramento & Winters Police Departments Discussion-

- a. Board Member McKinney advised there is no reduction of costs or savings for giving up this work load and requested looking into the FY23 budget allocation. Board Member Lopez informed that Yolo County has always handled records 24 hours a day yet their allocation does not account for records processing.

Entry No. 8

Minute Order No. 2022-10

Approval for FY22/23 Final Budget- **Voted Item- Approved Option#1 No Records*

- a. FY22/23 Budget
- b. FY22/23 CIP Summary
- c. FY22/23 CIP 5-Year Forecast
- d. FY22/23 Position Table

**MOTION: Lopez SECOND: Miller AYES: Binns, Lopez, Miller, McKinney Absent: Ramirez
*Lopez Aye save item a. Objection on methodology for member shares**

Entry No. 9

Closed Session- Out of Session: 2:30 p.m.

- a. Public Employee Performance Evaluation (GC54957)
Position Title: Executive Director
Back in session: 2:56 p.m. – Reportable Action- None

Entry No. 10

Next Scheduled JPA Board Meeting Date TBD

Entry No.11

Items for Future Agenda –

- a. Methodology for the member agency allocation formula

Entry No. 12

**Meeting Adjourned at 3:02 p.m.
Minutes submitted by Tianna Dumas**

**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)
GOVERNING BOARD
July 6, 2022
2:00 P.M. Special Session
Minutes**

The YECA Governing Board met on Wednesday July 6th, 2022 at Yolo Emergency Communications Agency 35 N Cottonwood – Conference Room, Woodland. Board Member Miller called the meeting to order at 2:01 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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Meeting ID: 842 5609 7223
Or
By Phone: (669) 900-6833
Meeting ID: 842 5609 7223

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

Entry No.2
Minute Order No. 2022-11
Approval of the Agenda - [Approved](#)

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

Entry No. 3
Public Comment – None

Entry No. 4
Action Items
Minute Order No. 2022-12

- a. **To Approve Delegation Authority to Contract with Sutter Buttes Communications for Radio Maintenance Under Emergency Situation [*Voted Item- Approved](#)**

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

Minute Order No. 2022-13

- b. **To Approve Dispatch Services Agreement for Arbuttle Fire [*Voted Item- Approved](#)**

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

**Entry No. 5 Meeting Adjourned at 2:14 p.m.
Minutes submitted by Tianna Dumas**

Agenda Item: 6.c

YECA BUDGET MANAGEMENT SUMMARY

2022 / 2023 As of 10/27/22

	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/U 30 ADMINISTRATION												
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	\$ 2,147,761	\$ 1,339,224	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761
Unencumbered	\$ 2,072,972	\$ 1,770,309	\$ 1,674,974	\$ 1,622,122	\$ 2,147,761	\$ 1,339,224	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761	\$ 2,147,761
Percent Expended	3%	18%	22%	24%	0%	0%	0%	0%	0%	0%	0%	0%
B/U 40 OPERATIONS - DISPATCH												
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	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852
Unencumbered	\$ 4,049,408	\$ 3,745,857	\$ 3,329,295	\$ 3,150,591	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852	\$ 4,524,852
Percent Expended	11%	17%	26%	30%	0%	0%	0%	0%	0%	0%	0%	0%
B/U 50 INFORMATION TECHNOLOGY												
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	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140
Unencumbered	\$ -	\$ 320,736	\$ 275,631	\$ 255,341	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140	\$ 702,140
Percent Expended	6%	54%	61%	64%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL Appropriations	\$ 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	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753
Unencumbered	\$ 6,779,332	\$ 5,836,902	\$ 5,279,900	\$ 5,028,054	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753	\$ 7,374,753
Percent Expended	8%	21%	28%	32%	0%	0%	0%	0%	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	\$ 351,448	\$ 3,773,352	\$ 3,789,054	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
Unrealized Revenue	\$ 6,484,798	\$ 3,062,894	\$ 3,047,192	\$ 6,486,246	\$ 6,486,246	\$ 6,486,246	\$ 6,486,246	\$ 6,486,246	\$ 6,486,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246
Percent Realized	5%	55%	55%	5%	5%	5%	5%	5%	5%	0%	0%	0%



Quarter 2, 2022 Fire Call Statistics

Call Processing Time - All Fire Calls

Average Seconds from First Keystroke to Pending Queue Entry												
PRIORITY	WDL		WNF		WSF		YDF		County		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
Code 2	46	708	45	45	50	706	37	3	60	176	49	1,638
Code 3	60	1,645	70	201	60	2,135	126	94	59	1,021	61	5,096

Queue Entry to First Unit Dispatched - All Fire Calls

Average Seconds from Pending Queue Entry to First Unit Dispatched												
PRIORITY	WDL		WNF		WSF		YDF		County		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
Code 2	18	708	29	45	30	706	20	3	29	176	25	1,638
Code 3	19	1,645	23	201	22	2,135	17	94	24	1,021	21	5,096

Call Processing Time - Fire and Medical

Average Seconds from First Keystroke to Pending Queue Entry													
Call Type	PRIORITY	WDL		WNF		WSF		YDF		County		Total	
		Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
Fire Call Types	Code 2	35	375	48	9	41	263	37	3	55	75	39	725
	Code 3	61	453	86	87	65	720	70	23	57	561	63	1,844
Medical Aid Call Types	Code 2	56	336	44	36	55	442	0	-	62	103	56	917
	Code 3	60	1,192	57	114	57	1,415	41	70	60	465	58	3,256

Queue Entry to First Unit Dispatched - Fire and Medical

Average Seconds from Pending Queue Entry to First Unit Dispatched													
Call Type	PRIORITY	WDL		WNF		WSF		YDF		County		Total	
		Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
Fire Call Types	Code 2	19	375	59	9	35	263	20	3	70	75	31	725
	Code 3	22	453	27	87	24	720	19	23	26	561	24	1,844
Medical Aid Call Types	Code 2	17	336	22	36	19	442	0	-	21	103	19	917
	Code 3	18	1,192	21	114	20	1,415	17	70	21	465	19	3,256



Quarter 2, 2022 Law Call Statistics

Call Processing Time - All Calls

Average Seconds from First Keystroke to Pending Queue Entry										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	93	190	102	8	83	282	92	151	88	631
2	129	1,703	137	121	130	1,958	109	474	128	4,256

Queue Entry to First Unit Dispatched - Units Available

Average Seconds from Pending Queue Entry to First Unit Dispatched										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	114	153	35	7	64	241	73	144	80	545
2	154	1,265	57	115	128	1,528	109	432	133	3,340

Queue Entry to Law Supervisor Notified - No Units Available

Average Seconds from Pending Queue Entry to the Law Supervisor Notification of No Units Available										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	341	37	107	1	94	41	94	7	201	86
2	247	438	80	6	242	430	192	42	241	916

Queue Entry to First Unit Dispatched After Law Supervisor Notification - No Units Available

Average Seconds from Pending Queue Entry to First Unit Dispatched after Law Supervisor Notification has Occurred										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	575	37	126	1	332	41	117	7	417	86
2	1080	438	581	6	1145	430	473	42	1079	916

Queue Entry to First Unit Dispatched - All Calls - Including Available and Unavailable Units

Average Seconds from Pending Queue Entry to First Unit Dispatched										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	204	190	46	8	103	282	75	151	126	631
2	392	1,703	83	121	351	1,958	141	474	336	4,256



Quarter 3, 2022 Fire Call Statistics

Call Processing Time - All Fire Calls

Average Seconds from First Keystroke to Pending Queue Entry												
PRIORITY	WDL		WNF		WSF		YDF		County		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
Code 2	46	708	45	45	50	706	37	3	60	176	49	1,638
Code 3	60	1,645	70	201	60	2,135	126	94	59	1,021	61	5,096

Queue Entry to First Unit Dispatched - All Fire Calls

Average Seconds from Pending Queue Entry to First Unit Dispatched												
PRIORITY	WDL		WNF		WSF		YDF		County		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
Code 2	18	640	18	48	25	693	29	14	29	199	23	1,594
Code 3	20	1,630	23	201	24	2,148	19	88	25	992	23	5,059

Call Processing Time - Fire and Medical

Average Seconds from First Keystroke to Pending Queue Entry													
Call Type	PRIORITY	WDL		WNF		WSF		YDF		County		Total	
		Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
Fire Call Types	Code 2	35	289	52	11	36	251	35	11	57	81	38	643
	Code 3	69	4	68	75	64	746	57	18	61	608	63	1,451
Medical Aid Call Types	Code 2	54	351	55	37	57	445	90	3	72	118	58	954
	Code 3	59	1,209	56	126	57	1,405	48	70	62	386	58	3,196

Queue Entry to First Unit Dispatched - Fire and Medical

Average Seconds from Pending Queue Entry to First Unit Dispatched													
Call Type	PRIORITY	WDL		WNF		WSF		YDF		County		Total	
		Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
Fire Call Types	Code 2	19	289	18	11	29	251	30	11	30	81	24	643
	Code 3	24	4	29	75	25	746	25	18	26	608	26	1,451
Medical Aid Call Types	Code 2	18	351	18	37	20	445	26	3	21	118	19	954
	Code 3	18	1,209	20	126	21	1,405	18	70	22	386	20	3,196



Quarter 3, 2022 Law Call Statistics

Call Processing Time - All Calls

Average Seconds from First Keystroke to Pending Queue Entry										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	89	179	63	15	87	285	98	154	90	633
2	128	1,568	120	139	122	1,833	101	496	122	4,036

Queue Entry to First Unit Dispatched - Units Available

Average Seconds from Pending Queue Entry to First Unit Dispatched										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	136	148	49	15	75	230	74	152	90	545
2	215	1,154	99	135	158	1,439	105	453	169	3,181

Queue Entry to Law Supervisor Notified - No Units Available

Average Seconds from Pending Queue Entry to the Law Supervisor Notification of No Units Available										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	115	31	0	-	104	55	533	2	118	88
2	219	414	145	4	232	394	221	43	224	855

Queue Entry to First Unit Dispatched After Law Supervisor Notification - No Units Available

Average Seconds from Pending Queue Entry to First Unit Dispatched after Law Supervisor Notification has Occurred										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	653	31	0	-	393	55	2324	2	529	88
2	1169	414	376	4	1285	394	743	43	1197	855

Queue Entry to First Unit Dispatched - All Calls - Including Available and Unavailable Units

Average Seconds from Pending Queue Entry to First Unit Dispatched										
PRIORITY	WDP		WNP		WSP		YSO		Total	
	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls	Average	# of Calls
1	225	179	49	15	136	285	104	154	151	633
2	467	1,568	107	139	400	1,833	160	496	386	4,036