

**AGENDA  
REGULAR MEETING  
YECA GOVERNING BOARD**

**Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland, CA 95695  
November 7, 2018  
3:00 P.M. Public Session**

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

**1. Call to Order (3:00 PM)**

**2. Public Comment \***

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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.

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**3. Announcements**

- a. Dave Hetland received the 2018 Northern CA APCO "Communications Line Supervisor of the Year Award"

**4. Approval of the Agenda**

**5. Consent Agenda**

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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.

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- a. Approval of the Minutes from the August 1, 2018, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. Administration Holiday Closure Schedule
- e. FY18 Surplus List of Items
- f. Quarterly Law & Fire Call Statistics Report

**6. Old Business – Information Only**

- a. General discussion and current status update of YECA building

**7. Law Call Priority Project List Review – \*Voted Item**

- a. Staff summary outlining a list of recommended priority changes
- b. Law Call Priority Matrix

**8. Radio Project Update – Information Only**

- a. Staff summary report outlining the details of various radio project updates

**9. Bylaws & Board Review Update – Information Only**

- a. Board summary providing an administrative review of Board duties

**10. Text-to-911 Project Update – Information Only**

- a. Board summary detailing the status update for Text-to-911 implementation

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

**12. Items for Future Agenda**

- a. FirstNet Presentation
- b. FY18 External Audit Presentation

**13. Adjournment**

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before November 2, 2018 on the bulletin board outside of the Yolo County, Erwin Meier Administration Center, 625 Court St., Woodland, California and on the agency website:

<http://www.yolo911.org/board-meetings>



\_\_\_\_\_  
Dena Humphrey, Executive Director

\*\*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  
August 1, 2018  
MINUTES**

The YECA Governing Board met on Wednesday, August 1, 2018 at the Yolo Emergency Communications Agency, 35, N Cottonwood Street, Woodland.

Chair Gary Fredericksen called the meeting to order at 2:04 p.m.

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

**ABSENT:** Tom McDonald, City of West Sacramento

**Entry No.2**

**Minute Order No. 2018-30: Public Comment**

None

**Entry No. 3**

**Announcements – None**

**Entry No. 4**

**Minute Order No. 2018-31; Approval of Agenda**

**MOTION: Lopez SECOND: Soler AYES: Fredericksen, Donlevy, Soler, Lopez**

**Entry No. 5**

**Minute Order No. 2018-32; Approval of Consent Agenda**

- a. Approval of the Minutes from the June 6, 2018, Regular Meeting
- b. Operations Division Report
- c. Current year Budget Status Update

The Consent Agenda approved as presented.

**MOTION: Lopez SECOND: Soler AYES: Fredericksen, Donlevy, Soler, Lopez**

**Entry No. 6**

**Minute Order No. 2018-33; Rumsey Canyon Radio Site Project – Voted Item-Approved as outlined in Staff report 6a.**

- a. Staff summary report outlining the details and status of project in this remote area and seeking Board approval for multiple items needed to complete project timely.

The proposed actions are being requested for approval:

1. To accept \$170,000 Grant funding from Yocha Dehe Wintun Nation
2. Waive competitive process for an emergency situation due to extreme fires
3. Delegate signing authority to YECA Executive Director Dena Humphrey to execute all agreements needed to complete the project.

**MOTION: Lopez SECOND: Donlevy AYES: Fredericksen, Soler, Donlevy, Lopez**

**Entry No. 7 Minute Order No. 2018-33; Chair and Co-Chair Assignment – Voted Item-Approved**

a. Election for Chair & Co-Chair assignment for FY19

**Chair:** Luis Soler, City of Woodland – 1-Year Term period Sept 1, 2018 thru first meeting of new fiscal year

**MOTION:** Donlevy **SECOND:** Lopez **AYES:** Fredericksen, Soler, Donlevy, Lopez

**Co-Chair:** Tom McDonald, City of West Sacramento – 1-Year Term period Sept 1, 2018 thru first meeting of new fiscal year.

**MOTION:** Donlevy **SECOND:** Soler **AYES:** Fredericksen, Lopez, Soler, Donlevy

**Entry No. 8 Next Scheduled JPA Board Meeting TBD**

**Entry No. 9**

**Items for Future Agenda**

- Update JPA Board Bylaws with County Counsel – project timeline yearend
- Send resolution template to Board members to appoint Alternate Board member by next board meeting

**Entry No. 12 Adjournment**

**Meeting Adjourned 2:22pm.**

**Minutes submitted by: Eloise Austin, Recording Secretary**

# STAFF REPORT

## Agenda Item: 5.b

**Date:** November 7, 2018  
**To:** YECA Governing Board  
**Thru:** Dena Humphrey, Executive Director  
**From:** Leah Goodwin, Operations Manager  
**Subject:** July, August & September Combined 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	Funded	Vacant
Supervisor	4	0
Dispatcher III	4	0
Dispatcher I/II	26	3
Dispatch Assistant	5	1
<b>TOTAL</b>	<b>39</b>	<b>4</b>



- a. Shawanda Peoples has completed training on all consoles.
- b. Brenda Bryant has completed training on all consoles.
- c. Rachael Nakasu has completed training on Yolo County Sheriff/Winters Police console and is currently training on the West Sacramento Police console (2<sup>nd</sup> radio).
- d. Bethany Grace is currently training on the West Sacramento Police console (1<sup>st</sup> radio).
- e. Sarah Roccaforte completed training on call taking and is scheduled to begin training on the West Sacramento Police console November 11, 2018 (1<sup>st</sup> radio).
- f. Bethany Eakin has completed training on call taking and has begun training on the Fire console (1<sup>st</sup> radio).
- g. Morgan Boston has completed training on call taking and has begun training on the Yolo County Sheriff/Winters Police console (1<sup>st</sup> radio).
- h. Connie Kenton has completed training on call taking and has begun training on the Woodland Police console (1<sup>st</sup> radio).
- i. Kim Faulk has completed training on call taking and is covering a dispatcher assistant shift.

**Statistical Information:**

Monthly Phone Statistics:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD
9-1-1	3,979	3,778	4,298	4,153	4,598	4,810	5,140	4,741	4,351	39,848
7-Digit Emergency	614	590	653	799	841	956	990	958	918	7,319
AMR	97	75	101	112	79	110	124	73	90	861
West Sacramento	3,847	3,490	4,033	3,737	4,148	3,827	4,296	4,392	3,903	35,673
Winters	266	301	295	307	382	391	312	336	338	2,928
Woodland	4,612	4,291	4,837	4,545	4,865	4,954	5,327	5,470	4,892	43,793
Yolo	5,093	4,816	4,818	5,047	5,205	5,437	5,295	5,063	4,917	45,691
Outgoing	5,639	5,455	5,694	5,398	5,974	6,117	6,488	6,372	6,105	53,242
<b>TOTAL</b>	<b>24,147</b>	<b>22,796</b>	<b>24,729</b>	<b>24,098</b>	<b>26,092</b>	<b>26,602</b>	<b>27,972</b>	<b>27,405</b>	<b>25,514</b>	<b>229,355</b>

**Monthly CAD Events:**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD
West Sacramento										
<b>TOTAL</b>	5,915	5,344	5,690	5,592	5,850	6,032	6,265	6,051	5,554	52,293
Winters										
<b>TOTAL</b>	801	799	767	799	740	663	785	748	734	6,836
Woodland										
<b>TOTAL</b>	6,498	5,877	6,442	5,933	6,668	6,851	7,021	6,774	6,414	58,478
Yolo										
<b>TOTAL</b>	3,551	3,804	3,632	3,656	3,828	3,688	3,829	3,804	3,799	33,591
Yocha Dehe										
<b>TOTAL</b>	35	43	33	39	45	49	48	47	34	373
Arbuckle										
<b>TOTAL</b>	27	25	39	31	41	48	48	38	47	344
Outside Agency/non- geo validated										
<b>TOTAL</b>	43	85	12	61	44	64	82	61	84	536
UCD										
<b>TOTAL</b>							84	90	103	277
<b>GRAND TOTAL</b>	<b>16,870</b>	<b>15,977</b>	<b>16,615</b>	<b>16,111</b>	<b>17,216</b>	<b>17,395</b>	<b>18,162</b>	<b>17,613</b>	<b>16,693</b>	<b>152,652</b>

**Fire CAD Events:**

	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>YTD</b>
<b>West Sacramento</b>										
Fire	294	306	330	341	385	441	421	369	329	3,216
Medical	513	402	500	440	487	462	471	479	424	4,178
<b>TOTAL</b>	<b>807</b>	<b>708</b>	<b>830</b>	<b>781</b>	<b>872</b>	<b>903</b>	<b>892</b>	<b>848</b>	<b>753</b>	<b>7,394</b>
<b>Winters</b>										
Fire	51	78	53	76	50	54	49	35	47	493
Medical	27	13	39	35	32	31	31	24	22	254
<b>TOTAL</b>	<b>78</b>	<b>91</b>	<b>92</b>	<b>111</b>	<b>82</b>	<b>85</b>	<b>80</b>	<b>59</b>	<b>69</b>	<b>747</b>
<b>Woodland</b>										
Fire	322	350	339	346	443	400	446	442	403	3,491
Medical	422	324	390	343	374	370	443	381	325	3,372
<b>TOTAL</b>	<b>744</b>	<b>674</b>	<b>729</b>	<b>689</b>	<b>817</b>	<b>770</b>	<b>889</b>	<b>823</b>	<b>728</b>	<b>6,863</b>
<b>Yolo</b>										
Fire	350	880	649	660	661	478	361	295	453	4,787
Medical	77	75	116	68	77	77	75	75	62	702
<b>TOTAL</b>	<b>427</b>	<b>955</b>	<b>765</b>	<b>728</b>	<b>738</b>	<b>555</b>	<b>436</b>	<b>370</b>	<b>515</b>	<b>6,004</b>
<b>Yocha Dehe</b>										
Fire	4	14	9	12	17	19	18	18	11	122
Medical	31	29	24	27	28	30	30	29	23	251
<b>TOTAL</b>	<b>35</b>	<b>43</b>	<b>33</b>	<b>39</b>	<b>45</b>	<b>49</b>	<b>48</b>	<b>47</b>	<b>34</b>	<b>373</b>
<b>Arbuckle</b>										
Fire	13	12	20	16	26	35	31	30	24	207
Medical	14	13	19	15	15	13	17	8	23	137
<b>TOTAL</b>	<b>27</b>	<b>25</b>	<b>39</b>	<b>31</b>	<b>41</b>	<b>48</b>	<b>48</b>	<b>38</b>	<b>47</b>	<b>344</b>
<b>UCD</b>										
Fire							58	73	71	202
Medical							26	17	32	75
<b>TOTAL</b>							<b>84</b>	<b>90</b>	<b>103</b>	<b>277</b>
<b>ALL</b>										
Fire	1,034	1,640	1,400	1,451	1,582	1,427	1,384	1,262	1,338	12,518
Medical	1,084	856	1,088	928	1,030	983	1,093	1,013	911	8,986
<b>TOTAL</b>	<b>2,118</b>	<b>2,496</b>	<b>2,488</b>	<b>2,379</b>	<b>2,612</b>	<b>2,410</b>	<b>2,477</b>	<b>2,275</b>	<b>2,249</b>	<b>21,504</b>

**CLETS Inquires/Returns:**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD
Inquiries	37,154	33,930	32,686	32,134	33,637	36,052	37,803	38,456	35,750	317,602
Returns	60,046	54,836	52,825	51,933	54,362	58,265	61,095	62,150	57,777	513,289

**Confidential Records Requests (Audio & CAD Print out):**

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD
196	62	113	110	115	111	133	119	75	1,034

**After-Hours Records Entries:**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD
<b>West Sacramento</b>	337	325	307	288	296	269	346	358	340	2,866
<b>Winters</b>	44	40	21	26	55	22	61	31	12	312
<b>Woodland</b>	496	303	395	356	356	535	456	406	491	3,794
<b>TOTAL</b>	<b>877</b>	<b>668</b>	<b>723</b>	<b>670</b>	<b>707</b>	<b>826</b>	<b>863</b>	<b>795</b>	<b>843</b>	<b>6,972</b>

**Projects:**

1. Text to 9-1-1
  - a. YECA soft-launch as of 10/1/2018
  - b. UCD PD & Davis soft-launch as of 11/1/2018
2. EMD-QA
  - a. Updated software for reviews
  - b. Annual protocol training for all dispatch staff
3. Policy Manual Revisions/Re-format – FIRE Manual
4. Records After-Hours Responsibilities Group
5. Recruitment
  - a. Next academy scheduled for February 10, 2018
  - b. 7 applicants in the 2<sup>nd</sup> phase of selection process
6. 2018 In-Service Training Plan
  - a. 2018 “Post” Fire Season Training
  - b. EMD Protocol Training
  - c. 2018 Pre-Fire season completed, Post-Fire season in development
  - d. EMD software upgrade installed, training pending
7. Radio Procedures Training
  - a. WSP training completed
  - b. WPD needs to be schedule
8. UCD Fire Department Migration complete





## STAFF REPORT

### Agenda Item: 5.d

**Date:** November 7, 2018  
**To:** YECA Governing Board  
**From:** Dena Humphrey, Executive Director  
**Subject:** Administration Holiday Closure Schedule

**Recommendation:** To approve the closure of administrative staffing for two days during the upcoming Holiday season

#### Summary:

Each year the agency minimally staffs the front office during the holiday season. This year Christmas and New Year's Day falls on a Tuesday. As most public agencies within the county close down administrative functions for one to two weeks during the holiday season, the agency requests to close down the two Monday's on Christmas & New Year's eve for administrative functions only. Administrative staff would be required to use personal leave for these two days and IT would remain on-call for support services.

#### Proposed Closure Dates for Administrative Functions:

- Monday, December 24, 2018
- Monday, December 31, 2018

## STAFF REPORT

### Agenda Item: 5.e

**Date:** November 7, 2018  
**To:** YECA Governing Board  
**From:** Dena Humphrey, Executive Director  
**Subject:** FY18 Surplus Report & Capital Asset Removal Item

### Recommendation:

Item #1 Receive report for surplused items sold in FY18 – no action needed

Item #2 Approve removal of obsoleted equipment from YECA Capital Asset List – Board Approval

Pursuant to Internal Operating Policy 204, Purchasing & Surplus, the Purchasing Agent shall provide a report to the Board on all excess items no longer needed by the Agency. Purchasing Agent shall have authority up to \$10,000 to dispose of items and report to the JPA Board.

### Item #1 FY18 Surplus Report

Item#	Item	Dollar Value	Disposition
1	LG Dishwasher	\$ 66.00	Sold Public Surplus
	<b>Total</b>	<b>\$ 66.00</b>	

### Item #2 FY18 Capital Asset Removal - *\*Board Approval Needed*

Item#	Item	Original Purchase Value
1	Obsolete Multiplexer Equipment	\$ 502,055
	<b>Total</b>	<b>\$ 502,055</b>

Note: The multiplexer equipment was originally purchased in 2011 for \$502,055 for the new radio & microwave system. Then it was removed Jan 2018, when it became obsolete by the manufacturer. This action will remove the obsoleted equipment from the agency's capital asset list. The obsoleted equipment will then be surplused and sold at market value. The market value presently assessed by the only interested parties was valued at \$500, for the equipment.



## Agenda Item #5.f

### July 1, 2018 to Sep 30, 2018 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	86	319	65	16	90	427	82	190	87	952
2	101	4,731	90	321	92	4,531	88	1,576	95	11,159
<b>Total</b>	<b>100</b>	<b>5,050</b>	<b>89</b>	<b>337</b>	<b>91</b>	<b>4,958</b>	<b>87</b>	<b>1,766</b>	<b>94</b>	<b>12,111</b>

#### 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	76	277	34	15	93	370	78	189	83	851
2	148	3,998	63	307	145	3,973	111	1,517	139	9,795
	<b>144</b>	<b>4,275</b>	<b>62</b>	<b>322</b>	<b>141</b>	<b>4,343</b>	<b>107</b>	<b>1,706</b>	<b>134</b>	<b>10,646</b>

#### 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	191	42	40	1	118	57	54	1	147	101
2	251	733	166	14	282	558	261	59	263	1,364
	<b>248</b>	<b>775</b>	<b>158</b>	<b>15</b>	<b>267</b>	<b>615</b>	<b>258</b>	<b>60</b>	<b>255</b>	<b>1,465</b>

#### 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	694	42	49	1	651	57	274	1	659	101
2	1069	733	536	14	1057	558	564	59	1037	1,364
	<b>1049</b>	<b>775</b>	<b>503</b>	<b>15</b>	<b>1020</b>	<b>615</b>	<b>560</b>	<b>60</b>	<b>1011</b>	<b>1,465</b>

#### 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	157	319	35	16	168	427	79	190	144	952
2	291	4,731	84	321	258	4,531	128	1,576	249	11,159
	<b>283</b>	<b>5,050</b>	<b>82</b>	<b>337</b>	<b>250</b>	<b>4,958</b>	<b>123</b>	<b>1,766</b>	<b>240</b>	<b>12,111</b>



## July 1, 2018 to Sep 30, 2018 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	45	450	47	17	49	486	47	1	74	95	50	1,049
Code 3	56	1,475	75	145	59	1,802	51	105	63	769	59	4,296
<b>Total</b>	<b>54</b>	<b>1,925</b>	<b>72</b>	<b>162</b>	<b>57</b>	<b>2,288</b>	<b>51</b>	<b>106</b>	<b>64</b>	<b>864</b>	<b>57</b>	<b>5,345</b>

### 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	19	450	21	17	19	486	16	1	24	95	19	1,049
Code 3	21	1,475	24	145	22	1,802	20	105	30	769	23	4,296
<b>Total</b>	<b>20</b>	<b>1,925</b>	<b>24</b>	<b>162</b>	<b>21</b>	<b>2,288</b>	<b>20</b>	<b>106</b>	<b>29</b>	<b>864</b>	<b>22</b>	<b>5,345</b>

### 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	36	222	94	4	39	165	-	-	82	33	42	424
	Code 3	50	404	78	78	61	536	55	24	62	461	59	1,503
Medical Aid Call Types	Code 2	54	228	33	13	54	321	47	1	70	62	55	625
	Code 3	59	1,071	70	67	57	1,266	44	81	64	308	59	2,793
<b>Total</b>		<b>53</b>	<b>1,925</b>	<b>52</b>	<b>162</b>	<b>56</b>	<b>2,288</b>	<b>38</b>	<b>106</b>	<b>67</b>	<b>864</b>	<b>55</b>	<b>5,345</b>

### 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	222	22	4	18	165	-	-	27	33	19	424
	Code 3	25	404	29	78	26	536	26	24	34	461	29	1,503
Medical Aid Call Types	Code 2	19	228	21	13	19	321	16	1	22	62	19	625
	Code 3	19	1,071	18	67	20	1,266	18	81	23	308	20	2,793
<b>Total</b>		<b>19</b>	<b>1,925</b>	<b>19</b>	<b>162</b>	<b>21</b>	<b>2,288</b>	<b>18</b>	<b>106</b>	<b>23</b>	<b>864</b>	<b>20</b>	<b>5,345</b>

## STAFF REPORT

### Agenda Item: 7.a

**Date:** November 7, 2018  
**To:** YECA Governing Board  
**Thru:** Dena Humphrey, Executive Director  
**From:** Leah Goodwin, Operations Manager  
**Subject:** Law Call Priority Project List Review - \*Voted Item  
**Recommendation:** To Review and Approve the Law Committee's Recommended Changes Provided

#### Summary:

Previous Board discussions involving calls in queue to dispatch resulted in a recommendation to review call priorities for law. It was decided through the Police Chief's group for the review to initially begin with the Law Committee. Over the last couple of months, the Law Committee worked through the review of all call types and submits the following recommendations for Board consideration.

#### Changes Summary:

Five (5) 1 Priority call types (immediate dispatch) were downgraded to lower priorities.

Two (2) 2 Priority call types (dispatch within 2 minutes) were upgraded to 1 Priority.

Thirty (30) 2 Priority types (dispatch within 15 minutes) were downgraded to lower priorities (4 Priority, dispatch within 30 minutes & 5 Priority, dispatch within 45 minutes).

#### Changes Breakdown:

##### 1 Priority – 38 call types

###### Recommended changes:

459V (vehicle burglary in progress) change to 2 Priority  
459C (commercial burglary in progress) change to 2 Priority  
10-33S (silent residential alarm) change to 3 Priority  
10-33B (silent commercial alarm) change to 3 Priority  
12020 (weapons violation) change to 3 Priority

##### 2 Priority – 59 call types

###### Recommended changes:

VP (vehicle pursuit) change to 1 Priority  
FP (foot pursuit) change to 1 Priority  
10-33C (audible commercial alarm) change to 3 Priority  
10-33R (audible residential alarm) change to 3 Priority

10-33V (audible vehicle alarm) remove call type, use another code NOISE or SCIR  
10-55 (coroner's case) change to 5 Priority  
20002 (hit & run property damage) change to 4 Priority  
23103 (reckless driver) change to 4 Priority  
23109 (racing vehicles) change to 4 Priority  
23110 (throwing at a vehicle) change to 4 Priority

2 Priority – cont.

23112 (throwing from a vehicle) change to 4 Priority  
242 (battery) remove, use 415P (physical fight) instead  
H&S (narcotics complaint) change to 4 Priority  
903 (assist outside agency) change to 4 Priority, exception: law enforcement agencies keep at 2 Priority  
SHOTS (shots fired heard only) change to 4 Priority, witnessed, keep at 2 Priority  
WNTSUS (wanted subject) change to 4 Priority  
314 (indecent exposure) change to 4 Priority, exception: near children/school keep at 2 Priority  
422G (general harassment) change to 4 Priority  
422S (stalking) change to 4 Priority  
484 (theft in progress) change to 4 Priority  
487 (grand theft) change to 4 Priority  
490 (shoplifter) change to 4 Priority  
496 (stolen property) change to 4 Priority  
594 (vandalism) change to 4 Priority  
594G (graffiti in progress) change to 4 Priority  
602 (trespassing) change to 4 Priority  
647B (prostitution) change to 4 Priority  
647C (panhandler) change to 4 Priority  
647F (drunk person) change to 4 Priority  
913T (suicide threat) remove, use 5150 call type  
ABC (alcohol violation) change to 4 Priority  
BOL (be on the lookout) change to 4 Priority  
HAZ (hazardous materials) remove, use 903  
MED (medical aid) change to 5 Priority  
MPG (missing person group home) change to 4 Priority  
PARTY (loud party) change to 4 Priority

All downgraded types were recommended with the guidance, “unless circumstances dictate a higher priority level.” This could create potential for error, open to interpretation on the part of the call taker, dispatcher and/or field responder. Recommend the Law Committee develop specific guidelines to address the circumstances that dictate a higher priority level. i.e. weapons involved, immediate threat to safety, etc.























## STAFF REPORT

### Agenda Item: 8.a

**Date:** November 7, 2018  
**To:** YECA Governing Board  
**Thru:** Dena Humphrey, Executive Director  
**From:** Charles Keasler, Systems Administrator  
**Subject:** Radio System Status Update  
**Recommendation:** No action required; information only.

#### Summary:

The following is an update of various radio projects the agency. These projects will affect both the YECA and member agencies.

#### UCD Radio Migration:

YECA is currently dispatching UCD Fire on a backup control station. UC Davis along with the City of Davis are working to integrate with the SRRCS trunked radio system eliminating the need for this temporary solution. Motorola completed the installation of the major equipment for this migration. The backbone network links between UCD, Davis and SRRCS are the remaining pieces needed to begin moving users to the SRRCS system. SRRCS, Motorola and the UCD staff are all working to implement this network. The current estimated time for completion is mid to late December. UCD is planning to move its Police and Fire users last to allow the less crucial users to test the system before public safety makes this major change. Communication between UCD Fire and Dispatch will see significant improvement once this transition is completed.

#### West Sacramento P25 Upgrade Status:

The SRRCS radio system is upgrading to P25 and each agency connected to the system is upgrading in stages. The first cutover group has already begun. WSF will be moving in the second cutover, which should start approximately in December. WSP will be in the third cutover, estimated to start in late February. Each agency is also trying to coordinate with fellow mutual aid agencies to ensure interoperability is not lost during or after the transition. This process requires radio reprogramming for all end user devices. The WSP and WSF staff are working to coordinate with SRRCS and YECA to ensure smooth transition to the new system. YECA has prepared for each of the agencies to migrate to P25 and has coordinated with Delta wireless for any radio reprogramming needed.

#### YECA Dispatch Console Upgrade:

SRRCS is upgrading the Motorola core radio software and firmware. The upgrade includes all of the YECA radio consoles as well. This upgrade will begin on November 6 and last approximately 2 weeks. The update brings the software version up to date for the Motorola programs to continue support. SRRCS is coordinating the upgrade and is funding the cost to upgrade as well.

On November 13, 2018, Motorola will be working with YECA IT staff to upgrade each console. This process should be non-intrusive to the field units; however, Dispatch will keep them informed in case any issues arise.

**Rumsey Solar Radio Site:**

YECA has received the engineered plans for the proposed Rumsey solar site. Due to wind loading and the size of the solar panels needed, the requirements for the base of the tower were increased. Logistics of getting materials and equipment to the site have caused YECA and the contractor to look into additional solutions. Although Cal Fire was able to fix a majority of the road to the location, there are still sections of the road that are problematic. YECA has brought this issue back to the vendor to look at additional solutions to minimize the size or cement needs at the site.

**Putah Creek Canyon Radio Coverage:**

While utilizing the Gray Fire radio channel, Winters Fire Department found that coverage in the Putah Creek canyon was significantly better, when compared to the primary Green Fire radio channel. Upon further investigation, Delta Wireless found that an antenna difference between the channels was the primary cause. After making a configuration change, testing revealed with Winters Fire (Art Mendoza), successful improvement in the canyon was made. Radio coverage from dispatch to field units on both Green Fire and the YSO Primary channels along HWY 128, all the way up to the Lake Berryessa Dam now exists. This is a major improvement as this has been a problem area for many years.

## STAFF REPORT

**Agenda Item:** 9.a

**Date:** November 7, 2018  
**To:** YECA Governing Board  
**From:** Dena Humphrey, Executive Director  
**Subject:** Agency Bylaws & Board Review Update – Information Only

**Summary:**

In preparation for a comprehensive YECA Board Member packet for new Board Members a legal review was performed by Yolo County Counsel. No changes were recommended for the YECA Bylaws at this time. Review is continuing regarding the YECA Conflict of Interest of Code.

County Counsel will be presenting at an upcoming Board Meeting regarding the Brown Act and Conflict of Interest laws to ensure that Board Members are up to date on any requirements and have the opportunity to ask any questions.

## STAFF REPORT

### Agenda Item: 10.a

**Date:** November 7, 2018  
**To:** YECA Governing Board  
**Thru:** Dena Humphrey, Executive Director  
**From:** Leah Goodwin, Operations Manager  
**Subject:** Board Summary: Text to 9-1-1 Project  
**Recommendation:** No action required; information only.  
**Summary:** Text to 9-1-1 Implementation Project in Yolo County Update



YECA staff began a soft launch for accepting Text to 9-1-1 for our member communities as of October 1, 2018. UCD & Davis are in the process of completing testing and training of their personnel and have a target soft-launch date of November 1, 2018. Hard-launch of all 3 PSAPs with public notification is still on track for December 1, 2018.

#### Successes:

Since accepting Text to 9-1-1, YECA staff have handled two calls where the caller's situation would've made making a voice call to 9-1-1 challenging. One call involved a domestic violence situation where the victim felt unsafe making noise, this incident resulted in arrest of the suspect. The other was a medical emergency where the patient was alone, had difficulty breathing and was unable to speak, this incident resulted in the patient being transported to the hospital.

#### Background:

Text to 9-1-1 is the ability to send a text message to reach 9-1-1 emergency call takers from a mobile phone or device. This service is an invaluable service for the deaf, hard of hearing, or speech impaired, and in situations where it is too dangerous to make a voice call to 9-1-1. The Federal Communications Commission (FCC), National Emergency Number Association (NENA), the Association of Public-Safety Officials (APCO), and the Nation's four largest wireless service providers (AT&T, Sprint, T-Mobile, and Verizon) came to an agreement to provide Text to 9-1-1 as a nationwide interim solution until the Next Generation of 9-1-1 is deployed.

In California, 31% of the approximately 440 are fully deployed and another 22% (Including Yolo's 3 PSAPs: YECA, Davis, and UCD), are in process of deploying in 2018.

#### Funding:

Cal OES provides direct funding for the web based Text to 9-1-1 technology at no cost to the participating PSAPs. Staff costs and training costs are the responsibility of the individual PSAP.

#### Impact:

The volume of texts received at YECA has been minimal, 2 actual emergencies over an 18-day period.

The current statistics show that less than 1% of all 9-1-1 calls received in deployed PSAPs are Text to 9-1-1. Staffing levels will not be impacted. This is based on 2 years of historical data.

“Call if you can – text if you can’t” is the slogan developed by the FCC and adopted by the deployed PSAPs as this new service is provided to the communities we serve. “This technology can save lives and meet the needs of a growing population that relies on text message as a key form of communication,” said Mark Ghilarducci, Director of the California Governor’s Office of Emergency Services.

Two staff personnel are required to be logged on to the system and available to accept Text to 9-1-1 24/7. The system allows a maximum of 4 incoming text messages to be handled at any one time, additional attempts will receive a bounce back message, “Text is not available, please make a voice call.”

**Limitations:**

- Text location is not as accurate as phase 2 cellular data; therefore, the location information may be limited.
- Photos and video cannot be transmitted via text.
- Users must have a data plan and cannot have their phone set to roaming.
- Translation services are very limited at this time

Public notifications stress the importance of always making voice call, if it is possible, over texting, “Call if can, Text if you can’t.”

Providing this critical service to the public of Yolo County has proven to enhance our ability to respond to emergency situations.

**Timeline:**

Task	Status	Completion	
		Date	Target Date
Text to 9-1-1 Project Agreement with Yolo PSAPs	complete	5/25/2017	5/25/2017
Vendor demos	complete	8/16/2017	8/16/2017
Intent notice to CA 9-1-1 Office	complete	11/14/2017	11/14/2017
Vendor selection	complete	2/12/2018	2/12/2018
CA 9-1-1 Office order approved	complete	2/21/2018	2/21/2018
IP addresses identified and provided to vendor	complete	4/19/2018	4/19/2018
Boundary/Polygon review	complete	8/31/2018	8/31/2018
Procedure development	complete	10/1/2018	8/18/2018
PSAP Register FCC Text to 9-1-1 Registry	complete	8/6/2018	8/31/2018
Public Notification plan (send to member agencies)	pending		11/15/2018
Train the Trainer sessions	complete	9/15/2018	8/20/2018
Staff training	complete	9/15/2018	9/1/2018
Testing wireless service providers	complete	10/17/2018	9/3/2018
Notify CA 9-1-1 PSAP registry/testing complete	complete	10/17/2018	9/20/2018
Soft launch	complete	10/1/2018	10/1/2018
Public Notification	pending		12/1/2018
Hard launch	pending		12/1/2018