

**AGENDA  
REGULAR MEETING  
YECA GOVERNING BOARD**

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

**March 7, 2019**

**2:00 P.M. Public Session**

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

**1. Call to Order (2:00 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. The National Public Safety Telecommunications Week runs from April 14<sup>h</sup>-20<sup>th</sup>. This is a nationally recognized time for citizens and co-workers alike to show their appreciation for professionals in the field of Public Safety Communications.

The Organization of Public Safety Telecommunicators (O.P.S.T) will be recognizing the outstanding work for our Public Safety Dispatchers at this year's banquet held at the Mahany Sports Center in Roseville on Saturday April 6<sup>th</sup>. Tickets are \$35 each, and can be purchased by emailing Laura Swink [lswink@yolo911.org](mailto:lswink@yolo911.org).

- b. Letters of Commendation acknowledging dispatch staff for the help provided on two separate occasions to neighboring PSAP's along with an exceptional performance in the handling of a suicidal mental health call for service.

**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 January 10, 2019, Regular Meeting  
b. Operations Division Report  
c. Current Year Budget Status Update  
d. 2018 Calls for Service Report

**6. Old Business – Info Only**

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

**7. FY19/20 Proposed Base Budget – Information Only**

- a. FY19/20 Proposed Base Budget
- b. FY19/20 Proposed CIP
- c. FY19/20 Proposed Position Table

**8. Closed Session**

- a. Public Employee Performance Evaluation (GC54957)  
Position Title: Executive Director

**8. Next Scheduled JPA Board Meeting April 3, 2019**

**9. Items for Future Agenda**

- a. FY20 Budget
- b. CSI Engineering - Building Infrastructure Move Assessment
- c. Dispatcher of the Year & Proclamation for Telecommunications Week
- d. CalPERS Resolution – Pay Schedules 2012-2021

**10. Adjournment**

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before March 4, 2019 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. \*\*

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

January 10, 2019

**MINUTES**

The YECA Governing Board met on Thursday, January 10, 2019 at the Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland.

Chair Luis Soler called the meeting to order at 2:04 p.m.

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

**ABSENT:** John Donlevy, City of Winters

**Entry No.2**

**Minute Order No. 2019-01 - Public Comment- None**

**Entry No. 3**

**Minute Order No. 2019-02: Announcements -None**

**Entry No. 4**

**Minute Order No. 2019-03; Approval of Agenda**

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

**Entry No. 5**

**Minute Order No. 2019-04; Approval of Consent Agenda**

- a. Approval of the Minutes from the November 7, 2018, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update

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

**Entry No. 6**

**Minute Order No. 2019-05; Informational only**

**Old Business – Executive Director Dena Humphrey presented**

General discussion and current status update of YECA building – provided the Board with CSI Assessment of number of hours for Engineering services for a new site or expanding existing site.

**Discussion:** Co-Chair Tom McDonald asked if all City Managers were aware of future potential cost allocations for new building project.

**Entry No. 7**

**Minute Order No. 2019-06; FY17/18 External Audit Presentation by Richardson & Company, CPA's – Informational Only – Presented by Ingrid Sheipline, CPA**

*Disclosure: Ingrid Sheipline, CPA advised her presentation was an Unmodified Opinion-*

FY17/18 Fiscal Audit Report – Independent Auditor's Report was provided to each board member. Identifiers in the presentation:

- OPEB liability will continue to grow; YECA does not have a pre-funding plan; pay-as-you-go.
- Statement of Revenues, Expenditures, and change in Fund Balance;
- Discussed Budget to Actuals

A deficiency in internal controls exist due to YECA Accounting system relies on the County operation and design in accounting functions, which doesn't always allow management to prevent or detect and correct misstatements on a timely basis. Executive Director Dena Humphrey is looking into purchasing accounting software for better internal controls. Overall it was declared "a clean audit."

### **Entry No. 8**

#### **Minute Order No. 2019-07**

#### **Yolo County Counsel Presentation by Hope Welton – \*Voted Item 8.b**

- a. Presentation covering the details of the Ralph M. Brown Act- **Informational only** provided handouts and overhead slide presentation
- b. Adoption of amending YECA's Conflict of Interest Code -**Voted Item-Approved**  
~present to the Board of Supervisors mid-February or by March.

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

### **Entry No. 9**

#### **Minute Order No. 2019-08 FirstNet Presentation – Informational only**

Kristi Mercado to provide a brief presentation on FirstNet the First Responder Network

**Discussion:** Primary concern Board Members addressed is adequate coverage, cost, is the Network secure, how to monitor misuse and will the network be able to handle high traffic volume.

### **Entry No. 10**

#### **Minute Order No. 2019-09 Emerging Technology Allowing Users Access to CAD via Tablet Devices –I.T. Manager Billy Keen presented- Informational Only**

- a. Staff summary outlining the details of Tri-Tech CAD Tablet Licenses

Tri-Tech acquired a new Technology company to accommodate mobile devices at a reasonable cost. Initial Implementation is \$1,400 per account and \$120 per user annual subscription. Executive Director Dena Humphrey agreed YECA to pay the Implementation cost to set up the account.

### **Entry No. 11**

**Next Scheduled JPA Board Meeting; Thursday March 7, 2019**

*~February 6, 2019 JPA Board Meeting Cancelled.*

### **Entry No. 12**

#### **Items for Future Agenda**

- Draft FY20 Budget
- Status update of YECA Building

### **Entry No. 13**

#### **Adjournment**

Meeting Adjourned 4:15 pm.

Minutes submitted by: Eloise Austin, Recording Secretary

## STAFF REPORT

### Agenda Item: 5.b.

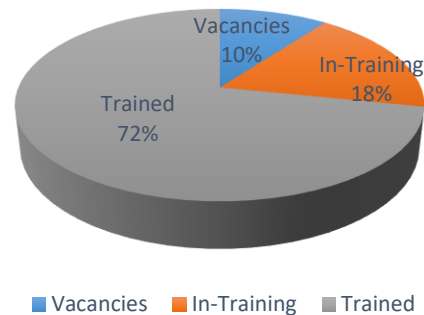
**Date:** March 7, 2019  
**To:** YECA Governing Board  
**Thru:** Dena Humphrey, Executive Director  
**From:** Leah Goodwin, Operations Manager  
**Subject:** January Operations Division Report  
**Recommendation:** No action required; information only.  
**Summary:** Operations staff is currently 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	2
Dispatch Assistant	5	2
<b>TOTAL</b>	<b>39</b>	<b>4</b>

### March 2019 Staffing



- a. Rachael Nakasu has completed training on West Sacramento Police console and is currently training on the Fire console (3rd radio).
  - b. Sarah Roccaforte completed training on the Woodland Police console (1<sup>st</sup> radio) and is scheduled to begin training on the Yolo County Sheriff/Winters Police console March 26, 2019.
  - c. Bethany Eakin has completed training on the Fire console (1<sup>st</sup> radio) and scheduled to begin training on the Woodland Police console March 3, 2019.
  - d. Morgan Boston has completed training on the Yolo County Sheriff/Winters Police console (1<sup>st</sup> radio) and has begun training on the Woodland Police console effective February 13, 2019.
  - e. Connie Kenton has completed training on the Woodland Police console (1<sup>st</sup> radio) and is scheduled to begin training on the West Sacramento Police console March 6, 2019.
  - f. New trainees, Tony Frasier and Nicole Hogan, began the classroom instruction phase of their call taking training on February 17, 2019.
2. YECA has opened recruitment for the next in-house academy scheduled for September 9, 2019.

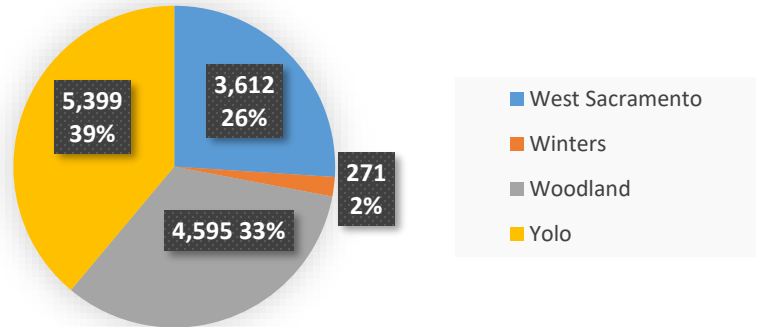
3. Dispatcher Assistants Maria Roa & Bethany Knapp are no longer employed with YECA.
4. Kim Soares has announced her retirement effective June 29, 2019.

**Statistical Information:**

Monthly Phone Statistics:

	Jan
9-1-1	4,138
7-Digit Emergency	950
AMR	65
West Sacramento	3,612
Winters	271
Woodland	4,595
Yolo	5,399
Outgoing	5,599
<b>TOTAL</b>	<b>24,629</b>

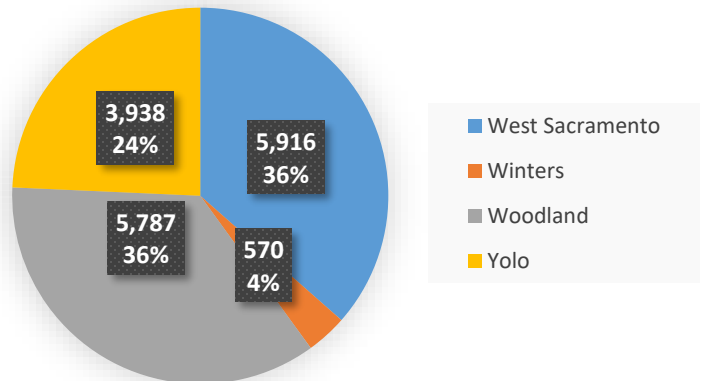
### Jan 2019 Incoming Non-Emergency Lines



Monthly CAD Events:

	Jan
West Sacramento	
<b>TOTAL</b>	<b>5,916</b>
Winters	
<b>TOTAL</b>	<b>570</b>
Woodland	
<b>TOTAL</b>	<b>5,787</b>
Yolo	
<b>TOTAL</b>	<b>3,938</b>
Yocha Dehe	
<b>TOTAL</b>	<b>48</b>
Arbuckle	
<b>TOTAL</b>	<b>50</b>
Outside Agency/non-geo validated	
<b>TOTAL</b>	<b>83</b>
UCD	
<b>TOTAL</b>	<b>111</b>
<b>GRAND TOTAL</b>	<b>16,503</b>

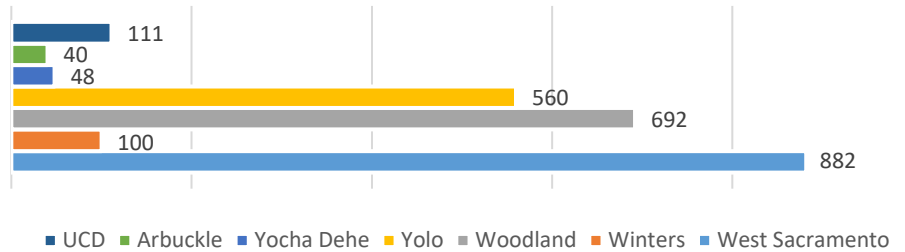
### Jan 2019 CAD Events



Fire CAD Events:

Jan	
Fire	1,369
Medical	1,028
<b>TOTAL</b>	<b>2,397</b>

### Jan 2019 Fire Events



CLETS Inquires>Returns:

Jan	
Inquiries	35,218
Returns	56,917

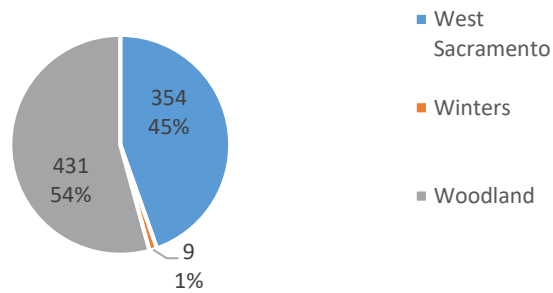
Confidential Records Requests (Audio & CAD Print out):

Jan
132

After-Hours Records Entries:

Jan	
West Sacramento	354
Winters	9
Woodland	431
<b>TOTAL</b>	<b>794</b>

### Jan 2019 Records Entries



Text to 9-1-1:

Jan
15

## Projects:

1. EMD-QA
  - a. Annual protocol training for all dispatch staff
    - i. Completed
  - b. Software upgrade complete
  - c. YEMSA provided one on one training with staff on changes
  - d. Quality Assurance reviews occurring weekly
2. Policy Manual Revisions/Re-format – FIRE Manual
3. Records After-Hours Responsibilities Group
4. Recruitment
  - a. Next academy scheduled for September 9, 2019
  - b. Recruitment Committee
5. 2019 In-Service Training Plan
  - a. 2018 “Post” Fire Season Training - completed
  - b. 2019 Pre-Fire season TBD
  - c. In-service training to include:
    - i. Evacuation Plans
    - ii. Active Shooter
  - d. Annual training topics
    - i. Emotional Intelligence (all staff over next 24 months)
    - ii. Customer Service (all staff over next 24 months)
6. Radio Procedures Training
  - a. WSP training completed
  - b. WPD (1 session scheduled, 2<sup>nd</sup> session TBD)
7. Disaster Recovery/Facility Evacuation Plan
8. Scheduling software
9. YDF Accreditation





YOLO

EMERGENCY

COMMUNICATIONS

AGENCY



**YOLO 911**  
**EMERGENCY DISPATCH**

2018

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 =

201,619

-3.2% FROM 2017



ALL FIRE EVENTS =

16,789



ALL LAW EVENTS =

167,649



ALL MEDICAL EVENTS =

11,940



ALL SUPPORT EVENTS =

2,734



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

62,859

9-1-1 CALLS

+17% FROM 2017

70,408

OUTGOING CALLS

-2% FROM 2017

169,437

INCOMING CALLS

-3% FROM 2017

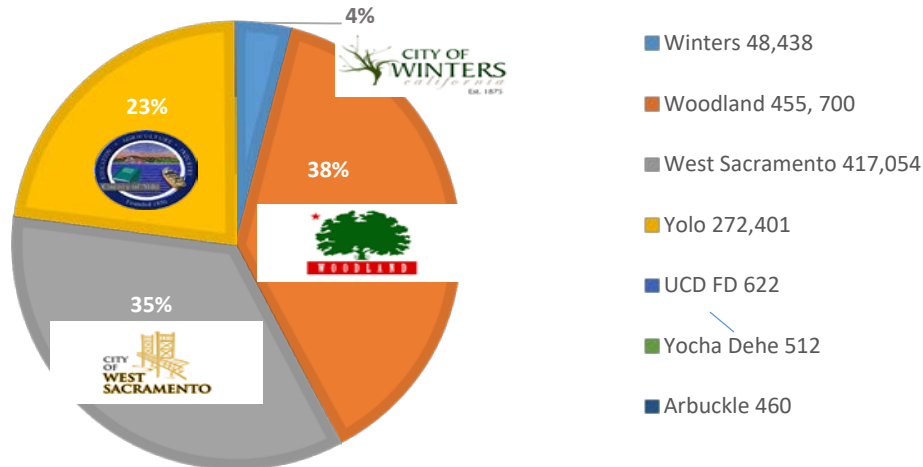
302,704

TOTAL CALLS



# ALL AGENCIES

## 2018 OVERALL STATISTICS



Overall YECA	2018 Total	2017 Total	% Change
<b>Calls for Services</b>			
Law	159,027	155,462	2%
Fire	16,789	14,588	13%
Medical	11,940	13,404	-11%
Police Records Entries*	9,254	9,313	-.6%
Probation	2,620	3,325	-21%
Public Works/Support	2,734	3,831	-28%
Animal Control	7,734	8,410	-8%
<b>Total</b>	<b>210,098</b>	<b>208,333</b>	<b>1%</b>

\*WEIGHTED BY TIME

# CITY OF WINTERS



Agency	2018 Total	2017 Total	% Change
<b>City of Winters</b>			
Police	7,421	6,127	17%
Police Records Entries	376	133	64%
Fire	635	563	11%
Medical	336	421	-20%
Public Works	46	54	-15%
Animal Control	237	254	-7%
CLETS Returns	27,276	27,432	<b>-0.2%</b>
Phone Calls	12,109	10,020	17%
<b>Total</b>	<b>48,436</b>	<b>45,125</b>	<b>7%</b>

# CITY OF WOODLAND



Agency	2018 Total	2017 Total	% Change
<b>City of Woodland</b>			
Police	63,884	60,363	6%
Police Records Entries	5,025	5,066	-.8%
Fire	4,655	3,717	20%
Medical	4,415	4,851	-9%
Public Works	977	1,087	-10%
Animal Control	2,599	2,856	-9%
CLETS Returns	259,118	253,743	2%
Total Phone Calls	115,027	109,595	5%
<b>Total</b>	<b>455,700</b>	<b>441,278</b>	<b>3%</b>

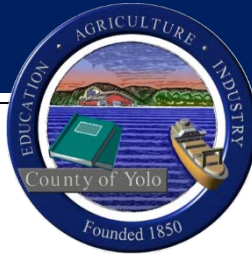
# CITY OF WEST SACRAMENTO



Agency	2018 Total	2017 Total	% Change
<b>City of West Sacramento</b>			
Police	56,070	60,774	-8%
Police Records Entries	3,853	4,010	-4%
Fire	4,297	3,356	22%
Medical	5,498	6,580	-16%
Public Works	467	747	-37%
Animal Control	2,260	2,504	-10%
CLETS Returns	238,662	260,601	-8%
Total Phone Calls	105,947	102,800	3%
<b>Total</b>	<b>417,054</b>	<b>441,372</b>	<b>-6%</b>



# COUNTY OF YOLO



Agency	2018 Total	2017 Total	% Change
<b>County of Yolo</b>			
Sheriff	31,652	28,077	11%
Fire	6,356	5,550	12%
Medical	926	959	-3%
Public Works	502	448	11%
Animal Control	2,638	2,796	-6%
District Attorney	37	96	-61%
Maintenance	0	41	-100%
Probation	2,620	3,325	-21%
Social Services	742	953	-22%
Mental Health	0	1	-100%
Environmental Health	8	11	-27%
Communications	0	23	-100%
Explosive Ordinance	32	39	-18%
Fire Investigative Unit	0	0	0%
Fire Service Misc.	365	365	0%
Yolo Narcotics	42	25	40%
Public Guardian	25	38	-34%
CLETS Returns	156,835	144,017	8%
Total Phone Calls	69,621	93,426	25%
<b>Total</b>	<b>272,401</b>	<b>280,654</b>	<b>-3%</b>

# UNIVERSITY OF CALIFORNIA DAVIS



<b>Contract Fire</b>	<b>2018 Total</b>
<b>UC Davis Fire</b>	
Fire	404
Medical	218
<b>Total</b>	<b>622*</b>

\*CALLS FOR SERVICE 7/1/2018-12/31/2018

# YOCHA DEHE FIRE



Agency	2018 Total	2017 Total	% Change
<b>Yocha Dehe Wintun Nation</b>			
Fire	169	114	33%
Medical	343	322	6%
<b>Total</b>	<b>512</b>	<b>436</b>	<b>15%</b>

# ARBUCKLE FIRE



<b>Contract Fire</b>	<b>2018 Total</b>	<b>2017 Total</b>	<b>% Change</b>
<b>Arbuckle</b>			
Fire	273	199	27%
Medical	187	223	16%
<b>Total</b>	<b>460</b>	<b>442</b>	<b>8%</b>

# COUNTY FIRE



Agency	2018 Total	2017 Total	% Change
<b>County Fire</b>			
Capay Fire	417	371	
Capay Medical	45	39	
Clarksburg Fire	626	699	
Clarksburg Medical	84	82	
Dunnigan Fire	885	840	
Dunnigan Medical	207	179	
Elkhorn Fire	198	167	
Elkhorn Medical	32	22	
Esparto Fire	562	558	
Esparto Medical	224	205	
Knights Landing Fire	190	182	
Knights Landing Medical	75	69	
Madison Fire	265	314	
Madison Medical	58	53	
Robbins ( <i>Sutter County</i> )Fire	113	125	
Robbins ( <i>Sutter County</i> )Medical	45	39	
Willow Oak Fire	882	902	
Willow Oak Medical	146	124	
West Plainfield Fire	418	413	
West Plainfield Medical	29	50	
Yolo Fire	623	733	
Yolo Medical	73	68	
Zamora Fire	192	246	
Zamora Medical	29	29	
<b>Total</b>	<b>6,418</b>	<b>6,509</b>	

\*MISC. FIRE STATS: ROSS ENTRIES, OUTSIDE FIRE AGENCIES =864 ADDITIONAL EVENTS

## STAFF REPORT

**Agenda Item:** 7.a

**Date:** March 7, 2019

**To:** YECA Governing Board

**From:** Dena Humphrey, Executive Director

**Subject:** Proposed Base Budget for FY19/20 – Information Only

**Summary:**

This year’s proposed base budget for FY19/20 captures the operational costs for current staffing of 46 FTE’s. The proposed budget is inclusive of all bargaining costs for the represented and non-represented.

**Agency Overall:**

The total budget for FY19/20 is \$6,803,510 with an allocation to partners of \$5,910,382 for operations and maintenance plus \$375k for the scheduled debt service payment. The use of surplus funds \$309k, revenue from the UCD Fire contract \$75k, Arbuckle Fire \$39k, and grants/reimbursements \$95k, brought a total reduction of \$518k, to the allocations.

The total net budget increase from previous year was \$231,336, or a 3.5% increase. Majority of the increase came from salaries \$222k with the remaining increase in capital equipment expenditures.

FY19/20 will be year 3 of the 10-year capital plan. In prior years, capital costs were presented separately and typically funded with bond money or fund balance. The CIP now includes a 10-year forecast, which evenly allocates money yearly into the capital fund to ease spikes to members and ensures future funding for needed equipment.

Another new allocation is for the additional Dispatch Assistant position. Where a 50/50 split was made to cover After-Hour Records & Call Taking amongst the members.

**Personnel Costs:**

Salaries & benefits for 46 FTE’s increased by \$222k or 5%. The cost increase is inclusive of bargaining and reflects overall increases from i.e., CalPERS, Merits, COLA’s, and Medical. CalPERS budgeted cost increased \$45k, or 10% from previous year’s budgeted amount. The table below reflects the 5-year projection for pension costs:

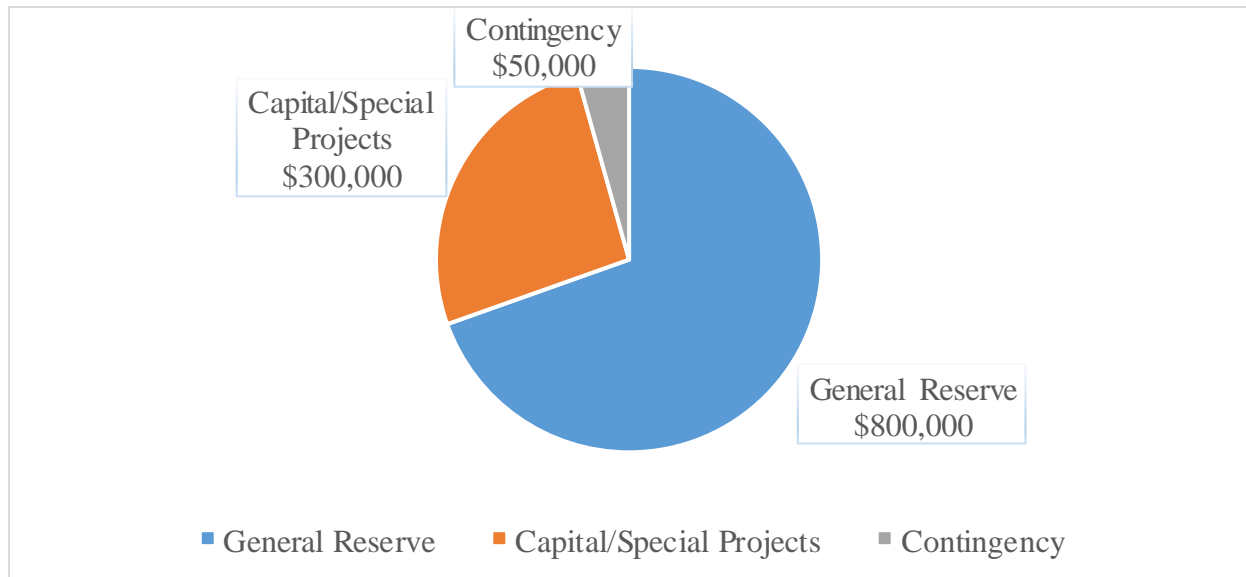
CalPERS	Projected Future Employer Contribution Rates					
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
<b>Employer Normal Cost%:</b>	10.221%	10.9%	10.9%	10.9%	10.9%	10.9%
<b>Employer Normal Cost</b>	\$287,941	\$318,250	\$327,797	\$371,491	\$382,635	\$394,114
<b>UAL\$</b>	\$222,975	\$259,700	\$303,600	\$339,500	\$359,200	\$379,700
<b>Total CalPERS Cost</b>	<b>\$510,916</b>	<b>\$577,950</b>	<b>\$631,397</b>	<b>\$710,991</b>	<b>\$741,835</b>	<b>\$773,814</b>

**Fund Summary:**

The General Reserve established Nov 2015 for emergency needs has a current balance \$800k, representing 13% of the operating budget (goal set by the JPA Board 20%). The Capital/Special Projects Reserve has a balance of \$300k. The proposed budget would include a deposit into the fund of \$207k, leaving a FY19/20 end balance of \$507k in the Capital/Special Projects fund.

Last year the Board approved the setting aside of a small contingency fund primarily set up for radio equipment failures. Fortunately, the agency has not needed to make any withdraws against the account and the account balance remains at \$50k.

**Current Reserve Balances**



**Fiscal Year Comparison**

Last year’s budget comparison to the proposed FY19/20 budget:

Major Objects	Last Year FY18/19	Proposed FY19/20	Change	Percent
Total Salaries & Benefits	\$ 4,705,997	\$ 4,927,542	\$ 221,545	4.7%
Total Service & Supplies	\$ 1,066,190	\$ 1,060,340	\$ (5,850)	-.05%
Total Other Charges	\$ 384,987	\$ 377,628	\$ (7,359)	-.02%
Capital Equipment & Contingency	\$ 415,000	\$ 438,000	\$ 13,000	1.0%
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 6,572,174</b>	<b>\$ 6,803,510</b>	<b>\$ 231,336</b>	<b>3.5%</b>

Total Member Contribution	\$ 5,683,920	\$ 5,907,882	\$ 223,962	3.9%
Total Capital Lease Payments	\$ 384,987	\$ 377,628	\$ (7,359)	-1.9%
Total Other	\$ 503,267	\$ 518,000	\$ 14,733	2.9%
<b>TOTAL REVENUE</b>	<b>\$ 6,572,174</b>	<b>\$ 6,803,510</b>	<b>\$ 231,336</b>	<b>3.5%</b>

## FY19-20 Member Agency Allocations

The agency allocations shown on the table below reflects O&M, capital, along with the scheduled debt service payment (*to be paid fully Nov 2025*):

Agency Totals	Last Year's Allocations	Proposed	Change
	FY 18-19	FY 19-20	Increase/ (Decrease)
<b>Winters - O&amp;M/Capital</b>	\$259,863	\$255,837	(\$4,026)
<b>Winters - Debt Service</b>	<u>\$21,943</u>	<u>\$21,918</u>	(\$25)
<b>Total</b>	<b>\$281,806</b>	<b>\$277,755</b>	<b>(\$4,051)</b>
<b>Woodland - O&amp;M/ Capital</b>	\$1,965,890	\$2,114,754	\$148,864
<b>Woodland - Debt Service</b>	<u>\$96,837</u>	<u>\$96,726</u>	(\$111)
<b>Total</b>	<b>\$2,062,727</b>	<b>\$2,211,480</b>	<b>\$148,753</b>
<b>West Sac - O&amp;M/Capital</b>	\$1,958,476	\$2,030,934	\$72,458
<b>West Sac - Debt Service</b>	<u>\$55,337</u>	<u>\$55,274</u>	(\$63)
<b>Total</b>	<b>\$2,013,813</b>	<b>\$2,086,208</b>	<b>\$72,395</b>
<b>Yolo County - O&amp;M/Capital</b>	\$1,438,315	\$1,445,046	\$6,731
<b>Yolo County - Debt Service</b>	<u>\$143,530</u>	<u>\$143,365</u>	(\$165)
<b>Total</b>	<b>\$1,581,845</b>	<b>\$1,588,411</b>	<b>\$6,566</b>
<b>Yocha Dehe - O&amp;M/Capital</b>	\$61,375	\$63,310	\$1,935
<b>Yocha Dehe - Debt Service</b>	<u>\$8,599</u>	<u>\$8,587</u>	(\$12)
<b>Total</b>	<b>\$69,974</b>	<b>\$71,897</b>	<b>\$1,923</b>



## STAFF REPORT

**Agenda Item:** 7.b

**Date:** March 7, 2019

**To:** YECA Governing Board

**From:** Dena Humphrey, Executive Director

**Subject:** FY19/20 Proposed Capital Investment Plan (CIP)

**Summary:**

The proposed CIP costs for FY20 is a continuation of the 10-year plan. The initial draft to the Board for the 10-year CIP was approved April 2017. The plan identifies when the asset is needed along with potential funding streams from grants or State reimbursements. Last fiscal year the Board approved CIP items in the budgeted amount \$174k, while \$241k of the balance from contributions was deposited into the Capital/Special Projects Reserve. The current Capital/Special Projects Reserve currently has a balance of \$300k. The yearend balance is projected to be \$507k, after the FY20 annual contribution.

The Board approved the following allocations each year for an annual contribution of \$368k. This allows member agencies to receive a stable allocation for capital costs and provides YECA necessary funds for fluent operations. The total cost over the next 10 years is estimated at \$3.7M comprising of multiple equipment replacements, primarily focusing on the replacement of the microwave system and radios in years FY24 and FY26.

Board approved annual ratio per member:

Members	Fixed Ratio	Debt Ratio
Winters	5.25%	6.70%
Woodland	31.25%	29.70%
W. Sacramento	31.25%	17.00%
Yolo County	31.25%	44.00%
Yocha Dehe	1.00%	2.60%

Board approved annual ongoing capital allocations are shown below:

Members	Annual Allocations
Winters	\$22,797
Woodland	\$110,817
W. Sacramento	\$74,812
Yolo County	\$151,358
Yocha Dehe	\$8,216
Total	\$368,000

**FY18/19 CIP Items - Completed:**

Last year the Board approved the replacement of two R720 physical servers that support the virtual servers for the network that run i.e., CAD, Email, file storage, CLETS, etc. Other hardware replacement that reached end of life included the Offsite SAN for disaster recovery in the event of a catastrophic failure.

The final project that was completed and funded through a Homeland Security Grant was the replacement of battery banks at three of the radio sites. These three capital projects were completed Jan 2019, remained within budget of \$135k, resulting in a savings of \$2,795.

**FY19/20 Proposed CIP Items:**

**Uninterruptible Power Supply (UPS):**

The UPS has reached its end of life and provides power continuity to all servers, SAN, Network, and Dispatch consoles. In the event of a power failure, the UPS ensures the equipment will stay powered, while the building switches to generator power. In an extreme event of a generator failure, the UPS would provide continuous power to the equipment and dispatch consoles for a limited time.

**Core Switches (6):**

YECA has six core switches making up the backbone of YECA’s entire network. This equipment provides communication between all servers, firewalls, routers, all user PC’s (including CAD & RMS PC’s), and connections to member agency’s networks for interoperability.

**Generator:**

The agency’s primary radio site uses a propane generator in the event of a power failure that is 20+ years. Often times, PG&E cuts the power for regular maintenance. Given this site is the agency’s primary transmitting radio site, securing power is critical for the continuance of communications. Submittal for the HSG FY18 grant of \$70k, was preliminary approved and the agency is waiting for the final award letter.

Summary of costs for the proposed FY19/20 CIP Items:

Project	Cost	Status
UPS	\$ 90,000	<i>Slated for FY20</i>
Core Switches (6)	\$ 66,000	<i>Slated for FY20</i>
Generator	\$ 75,000	<i>Slated for FY20</i>
<b>TOTAL</b>	<b>\$ 231,000</b>	

Project	Funding Type	FY 19-20	FY 20-21	FY 20-21	FY 21-22	FY 22-23
<b>Furniture</b>						
Dispatch Consoles	F		\$85,000			
<b>Server Room</b>						
R720 Servers (2)	F					\$35,000
Offsite SAN (Disaster Recovery)	F					\$92,000
UPS	F	\$90,000				
Core Switches (6)	F	\$66,000				
Internet Firewalls	F		\$16,000			
Interagency Firewalls	F		\$7,000			
911 Voice Logger (Server only) I	F		\$52,000			
911 Voice Logger (Server only) II	F			\$55,000		
SAN	F				\$92,000	
R730 Servers (2)	F				\$36,000	
<b>Radio/911 Equipment Room</b>						
Radio/Microwave Multiplexor	D					
Batteries for Radio Power Plant	D		\$27,000			
Dispatch 911 Phones (CPE)	D		\$370,000			
TSM 8000 Server - Microwave	D		\$17,000			
Zetron Toning System	D		\$12,000			
Radios	D					
Microwave Radios	D					
Channel Banks	D					
GPS Clocks	D					
Comparators	D					
<b>Radio Sites</b>						
Batteries for Radio Power Plant	D		\$33,000			
Generator for Bald	D	\$75,000				
Radios	D					
Microwave Radios	D					
Channel Banks	D					
GPS Clocks	D					
<b>Building</b>						
<b>Totals</b>		\$231,000	\$619,000	\$55,000	\$128,000	\$127,000
<b>Total per Funding Source</b>		\$70,000	\$65,000			
			\$422,000			
<b>Member Agencies</b>		\$161,000	\$132,000	\$55,000	\$128,000	\$127,000
<b>Annual Sinking Fund</b>		\$368,000	\$368,000	\$368,000	\$368,000	\$368,000
<b>Annual Balance</b>		\$207,000	\$236,000	\$313,000	\$240,000	\$241,000
<b>Running Balance</b>		\$507,000	\$743,000	\$1,056,000	\$1,296,000	\$1,537,000

## 7. c Proposed Position Table

### Authorized Position Resolution

as of  
02/28/19

<i>Active Positions</i>		Effective	Current			Proposed		
			FTE Auth	FTE Funded & Filled	FTE Funded & Vacant	Current FTE Auth & Funded	Proposed FTE Additions	FTE Auth & Funded
1	Executive Director	2015	1	1		1		1
2	HR/Fiscal Administrator	2016	1	1		1		1
3	Sr. Administrative Specialist II	2008	1	1		1		1
4	Operations Manager	2008	1	1		1		1
5	Dispatch Supervisor	1999	4	4		4		4
6	911/Public Safety Dispatcher I/II	2015	26	24	2	26		26
7	911/Public Safety Dispatcher III	2006	4	4		4		4
8	Dispatch Assistant	2014	5	3	2	5		5
9	IT Systems Manager	2012	1	1		1		1
10	Sr. Radio Administrator	2013	0	0		0		0
11	Radio Systems Administrator	2008	0	0		0		0
12	Systems Administrator	2018	1	1		1		1
13	Information Technology Specialist	2018	1	1		1		1
		<b>Totals</b>	46	42	4	46		46