

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD
February 3, 2021
2:00 P.M. Public Session**

Woodland Police Department, 1000 Lincoln Ave, “Community Room,” Woodland, CA 95695

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

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

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

1. Call to Order (2:00 PM)

2. Approval of the Agenda

3. Announcements

4. Public Comment

Speakers must state their name and city of residence for the record and limit their remarks to three minutes. Members of the public audience may address the Governing Board on any item not on today’s agenda. No response is required and no action can be taken, however, the Governing Board may add the item to the agenda of a future meeting.

5. Consent Agenda

Consent Agenda items are considered to be routine and will be considered for adoption by one motion. There will be no separate discussion of these items unless a member of the Governing Board, member of the audience, or staff requests that the Governing Board remove an item. If an item is removed, it will be discussed in the order in which it appears on the Agenda.

- a. Approval of the Minutes from the December 2, 2020, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 2020 4rd Quarter – Dispatch to Queue
- e. 2020 Calls for Service

6. FY19/20 External Audit Presentation by Richardson & Company, CPA's – Info Only

- a. FY19/20 Fiscal Audit Report – [Click here to view report.](#)

7. FY21/22 Proposed Draft Budget & Presentation – *Information Only

- a. FY21/22 Proposed Base Budget
b. FY21/22 Proposed CIP
c. FY21/22 Proposed Position Table

8. Next Scheduled JPA Board Meeting March 3, 2021

9. Items for Future Agenda

10. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before January 29, 2021 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 <https://us02web.zoom.us/j/784256097223>, Meeting ID: 842 5609 7223 or by phone at (669) 900-6833 Meeting ID: 842 5609 7223.
2. If you are joining the meeting via zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make comment. The chair will call you by name or phone number when it is your turn to comment. Speakers will be limited to 3:00 minutes.
3. If you choose not to observe the meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 p.m. on the Monday prior to the meeting. Please submit your comment to the Dena Humphrey at dhumphrey@yolo911.org. Your comment will be placed into the record at the Board meeting.

4. If you are watching/listening to the live stream of the meeting and wish to make either a general public comment or to comment on a specific agenda item as it is being heard, you may also submit your comment, limited to 250 words or less, to the Dena Humphrey at dhumphrey@yolo911.org noting in the subject line: For Public Comment. Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.

If you are a person with a disability and you need disability related accommodations to attend the meeting, please contact 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
December 2, 2020
2:00 P.M. Public Session**

The YECA Governing Board met on Wednesday December 2, 2020 at the Woodland Police Department 1000 Lincoln Ave – Community Room, Woodland. Chair Derrek Kaff called the meeting to order at 2:00 p.m.

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

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PRESENT: Primary Board Members: Derrek Kaff, City of Woodland, Dena Humphrey YECA Executive Director,

Joined via ZOOM: Tom Lopez, Yolo County, Steve Binns, City of West Sacramento, John Miller, City of Winters, Rebecca Ramirez, Yocha Dehe Wintun Nation.

Entry No.2

Minute Order No. 2020-25

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

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

Entry No. 3

Minute Order NO. 2020-26

Announcements –

- a. The City Council of Winters has appointed John P. Miller, Chief of Police as primary and Brad L. Lopez, Fire Chief as alternate to the YECA Board of Directors, adopted August 18, 2020
- b. Resolution:
 - i. Eloise Austin retirement effective Dec 28, 2020, after serving 17-years with YECA
- c. Promotions:
 - i. Laura Swink – Dispatch Supervisor
 - ii. Amanda Garrison – Dispatcher III (Lead)

Entry No. 4

Public Comment – None

Entry No. 5

Minute Order No. 2020-27; Approval of Consent Agenda - [Approved](#)

- a. Approval of the Minutes from the October 7, 2020, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 2020 3rd Quarter – Dispatch to Que
- e. Administrative Holiday Closure

- f. Yolo County Dispatchers Association Side Letter - MOU Extension
- g. YECA Injury & Illness Program Including Covid-19 Supplement

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

Entry No. 6

Minute Order No. 2020-28

After Hours YECA Call Outs for County/City Departments – [Approved](#)

- a. Dena Humphrey, Executive Director presented a staff summary proposing to memorialize a standard after-hour schedule Dispatch would be responsible for handling call outs for various County/City Departments

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

Entry No. 7

Disaster Recovery Project Update – Info Only

- a. Staff update regarding the completion status of this project
Billy Keen, IT Manager, gave update of 98% completion, with a completion date of December 11, 2020. Leah Goodwin, Operations Manager, commented that binders are being put together to be used by the tactical team and should be ready by December 20, 2020. Staff training is planned to be completed by the end of January 2021.
Chair Kaff thanked all staff.

Entry No. 8

YECA Intranet Website Demo – Info Only

- a. Billy Keen, IT Manager provided a short demo of YECA’s new intranet site for staff for internal use

Entry No. 9

Next Scheduled JPA Board Meeting –Next meeting February 3, 2021

Entry No. 10 Items for Future Agenda –

Board Member Lopez requested FY22 Budget numbers to be presented for the next meeting.

Entry No. 11 Meeting Adjourned at 2:31 p.m.

Minutes submitted by Corina Macias

STAFF REPORT

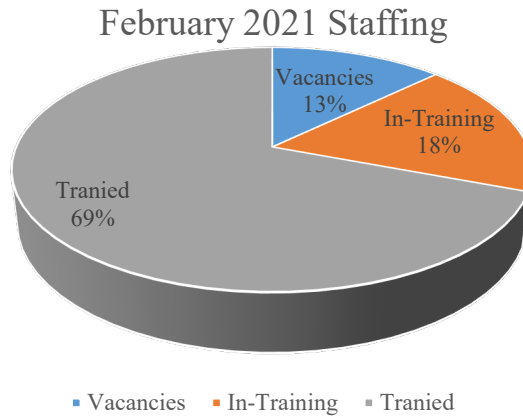
Agenda Item: 5.b

Date: February 3, 2021
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
From: Leah Goodwin, Operations Manager
Subject: November & December 2020 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	Filled	Funded	Vacant
Supervisor	4	4	0
Dispatcher III	3	4	1
Dispatcher I/II	24	26	2
Dispatch Assistant	3	5	2
TOTAL	34	39	5



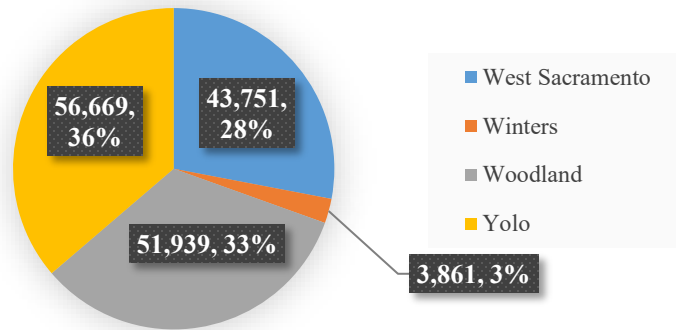
- a. Bailey Clemons has promoted to Dispatcher I and will begin training on the YSO/WNP console in March 2021 (1st console).
 - b. Naiya Johnson is in training on the Fire radio (4th and final console).
 - c. Karina Zainasheff is in training on the YSO/WNP radio (2nd console).
 - d. Brittany Bray has begun training on the West Sacramento Police radio (1st console).
 - e. Former YECA Dispatcher Brenda DaPrato, has returned to YECA, and has begun the call-taking phase of her re-training.
2. Two new dispatchers, Gabriel Hernandez and Nikole Patterson, are scheduled to begin training in the in-house academy February 7, 2021.
 3. Recruitment is in progress for a 2nd 2021 academy, scheduled for April, 18 2021.

Statistical Information:

Monthly Phone Statistics:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
9-1-1	3,923	4,320	4,432	4,536	4,843	5,473	5,215	5,285	5,131	5,142	4,652	5,018	57,970
7-Digit Emergency	784	876	789	741	923	1,139	1,095	1,036	1,014	1,001	893	752	11,043
AMR	108	96	96	67	80	80	76	90	71	134	132	97	1,127
West Sacramento	3,204	3,317	3,661	3,463	3,460	4,167	3,642	3,815	3,809	3,806	3,513	3,894	43,751
Winters	234	224	332	300	369	400	380	409	288	326	286	313	3,861
Woodland	3,850	3,928	4,215	4,162	4,536	4,790	4,765	4,486	4,126	4,552	4,118	4,411	51,939
Yolo	4,749	5,082	4,854	4,432	4,886	4,026	5,047	4,946	4,250	4,455	5,244	4,698	56,669
Outgoing	5,563	5,768	5,020	5,105	5,858	7,154	5,699	6,262	5,803	5,460	5,374	5,099	68,165
TOTAL	22,415	23,611	23,399	22,806	24,891	27,164	25,919	26,329	24,492	24,876	24,212	24,282	294,396

**2020 YTD
Incoming Non-Emergency
Lines**

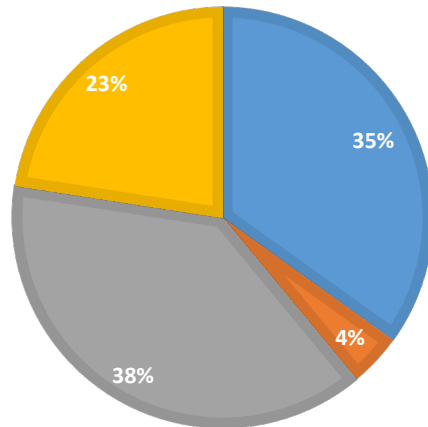


Monthly CAD Events:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
West Sacramento													
TOTAL	5,618	5,582	5,362	5,201	5,173	5,719	6,003	5,999	5,906	5,773	5,056	5,249	66,641
Winters													
TOTAL	795	690	669	627	681	682	640	601	559	637	594	565	7,740
Woodland													
TOTAL	5,959	5,990	5,536	5,425	6,374	6,380	6,287	6,295	6,651	6,531	5,855	6,113	73,396
Yolo													
TOTAL	4,058	4,098	3,493	3,800	3,791	3,452	3,577	3,380	3,250	3,068	3,710	3,378	43,055
Yocha Dehe													
TOTAL	37	26	19	4	9	32	31	25	26	21	32	24	286
Arbuckle													
TOTAL	24	29	24	19	40	63	61	29	26	45	36	29	425
Outside Agency													
TOTAL	76	62	52	60	73	59	82	89	116	138	170	215	1,192
UCD													
TOTAL	126	137	102	45	62	71	67	72	81	111	80	71	1,025
GRAND TOTAL	16,693	16,614	15,257	15,181	16,203	16,458	16,748	16,490	16,615	16,324	15,533	15,644	193,760

2020 YTD CAD EVENTS

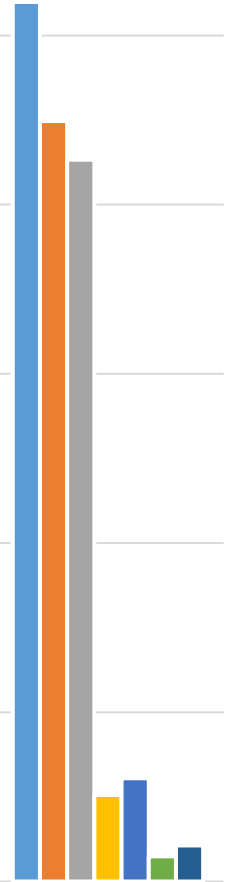
■ West Sacramento ■ Winters ■ Woodland ■ Yolo



Fire CAD Events:

2020 Fire Events

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
West Sacramento													
Fire	325	318	384	286	335	439	446	460	461	428	337	326	4,545
Medical	506	501	511	462	488	436	503	509	511	530	433	461	5,851
TOTAL	831	819	895	748	823	875	949	969	972	958	770	787	10,396
Winters													
Fire	72	85	82	60	64	60	50	69	37	39	95	77	790
Medical	33	36	31	28	33	35	39	46	31	44	39	36	431
TOTAL	105	121	113	88	97	95	89	115	68	83	134	113	1,221
Woodland													
Fire	378	355	347	305	346	388	399	397	401	362	376	372	4,426
Medical	410	401	375	305	384	372	388	393	357	418	371	390	4,564
TOTAL	788	756	722	610	730	760	787	790	758	780	747	762	8,990
Yolo													
Fire	614	880	882	771	622	481	542	311	229	265	994	853	7,444
Medical	79	82	70	83	69	74	77	99	81	76	77	96	963
TOTAL	693	962	952	854	691	555	619	410	310	341	1,071	1,071	8,529
Yocha Dehe													
Fire	11	12	9	4	5	10	15	11	13	12	15	15	132
Medical	26	26	10	0	4	22	16	14	13	9	17	9	166
TOTAL	37	38	19	4	9	32	31	25	26	21	32	24	298
Arbuckle													
Fire	14	18	13	11	25	22	40	19	12	31	23	18	246
Medical	10	11	11	8	15	41	21	10	14	14	13	11	179
TOTAL	24	29	24	19	40	63	61	29	26	45	36	29	425
UCD													
Fire	81	87	65	35	49	62	58	63	60	77	58	51	746
Medical	45	50	37	10	13	9	9	9	21	34	22	20	279
TOTAL	126	137	102	45	62	71	67	72	81	111	80	71	1,025
ALL													
Fire	1,495	1,755	1,782	1,472	1,446	1,462	1,550	1,330	1,183	1,183	1,984	1,724	18,366
Medical	1,109	1,104	1,045	896	1,006	989	1,053	1,080	1,023	1,123	963	1,011	12,402
TOTAL	2,604	2,859	2,827	2,368	2,452	2,451	2,603	2,410	2,206	2,306	2,947	2,735	30,768



- West Sacramento
- Woodland
- Yolo County
- UCD
- Winters
- Yocha Dehe
- Arbuckle

CLETS Inquiries>Returns:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Inquiries	36,531	38,102	29,557	29,405	34,033	28,326	40,321	33,384	38,280	35,984	33,643	59,681	437,247
Returns	59,039	61,578	47,768	47,523	55,002	45,779	65,164	53,953	61,866	58,155	54,372	96,453	706,652

Confidential Records Requests (Audio & CAD Print out):

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
143	112	145	73	103	117	94	134	58	91	134	197	1,401

After-Hours Records Entries:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
West Sacramento	336	343	281	167	270	225	267	381	361	387	239	363	3620
Winters	16	23	34	11	18	21	24	10	18	16	18	15	224
Woodland	424	401	364	170	212	234	267	399	369	325	342	366	3873
TOTAL	776	767	679	348	500	480	558	790	748	728	599	744	7,717

Text to 9-1-1:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
TOTAL	<u>25</u>	<u>9</u>	<u>22</u>	<u>16</u>	<u>15</u>	<u>30</u>	<u>28</u>	<u>19</u>	<u>14</u>	<u>7</u>	<u>16</u>	<u>47</u>	248

Projects:

1. Supervisor promotions:
 - a. Vanesa Hoyt promoted (June, 2020)– in training
 - b. Laura Swink (October, 2020) – in training
2. EMD-QA – Supervisor Hoyt has taken over reviews during pandemic due to YEMSA unavailability.
3. Policy Manual Revisions
4. Disaster Recovery Plan
5. Recruitment – in progress
6. Succession Planning
7. 2021 In-Service Training Plan
8. CalOES GIS Pilot Project
9. Next Gen 9-1-1 Equipment Installations
10. CPE Replacement Planning

Agenda Item: 5.c

YECA BUDGET MANAGEMENT SUMMARY

2020 / 2021 As of 1/31/21

	8% JUL-20	17% AUG-20	25% SEPT-20	33% OCT-20	42% NOV-20	50% DEC-20	58% JAN-21	67% FEB-21	75% MAR-21	83% APR-21	92% MAY-21	100% JUN-21
360 3601-8350 ADMINISTRATION												
Appropriations	\$ 1,899,278	\$ 1,899,278	\$ 1,899,278	\$ 1,899,278	\$ 1,899,278	\$ 1,899,278	\$ 1,899,278	\$ 1,899,278	\$ 1,899,278	\$ 1,899,278	\$ 1,899,278	\$ 1,899,278
Expenditures	\$ 96,692	\$ 159,362	\$ 305,569	\$ 351,056	\$ 713,040	\$ 751,246	\$ 823,470	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	5%	8%	16%	18%	38%	40%	43%	0%	0%	0%	0%	0%
360 3602-8351 OPERATIONS - DISPATCH												
Appropriations	\$ 4,275,668	\$ 4,275,668	\$ 4,275,668	\$ 4,275,668	\$ 4,275,668	\$ 4,275,668	\$ 4,275,668	\$ 4,275,668	\$ 4,275,668	\$ 4,275,668	\$ 4,275,668	\$ 4,275,668
Expenditures	\$ 361,308	\$ 598,771	\$ 1,057,943	\$ 1,245,250	\$ 1,638,950	\$ 1,881,630	\$ 2,111,185	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	8%	14%	25%	29%	38%	44%	49%	0%	0%	0%	0%	0%
360 3601-8356 INFORMATION TECHNOLOGY												
Appropriations	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300
Expenditures	\$ 53,708	\$ 136,056	\$ 175,536	\$ 423,919	\$ 443,043	\$ 479,803	\$ 521,096	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	8%	21%	27%	64%	67%	73%	79%	0%	0%	0%	0%	0%
TOTAL for all budget units - B/U 30- Administration; 40- Operations Dispatch; 50-Information Technology												
Appropriations	\$ 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
Expenditures	\$ 511,708	\$ 894,189	\$ 1,539,048	\$ 2,020,225	\$ 2,795,033	\$ 3,112,679	\$ 3,455,751	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 6,324,538	\$ 5,942,057	\$ 5,297,198	\$ 4,816,021	\$ 4,041,213	\$ 3,723,567	\$ 3,380,495	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246
Percent Expended	7%	13%	23%	30%	41%	46%	51%	0%	0%	0%	0%	0%
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	\$ 300,000	\$ 2,677,946	\$ 4,362,273	\$ 4,437,257	\$ 4,966,996	\$ 5,529,575	\$ 5,529,575	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Revenue	\$ 6,536,246	\$ 4,158,300	\$ 2,473,973	\$ 2,398,989	\$ 1,869,250	\$ 1,306,671	\$ 1,306,671	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246
Percent Realized	4%	39%	64%	65%	73%	81%	81%	0%	0%	0%	0%	0%



Quarter 4, 2020 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	101	191	69	9	92	270	87	152	93	622
2	130	1639	138	107	128	1,519	103	462	126	3,727

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	65	168	32	8	326	306	62	150	190	632
2	165	1,372	82	105	162	1,292	113	445	154	3,214

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	138	23	49	1	103	34	74	2	114	60
2	423	267	62	2	255	227	483	17	349	513

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	283	23	109	1	349	34	245	2	316	60
2	1236	267	1648	2	1165	227	992	17	1198	513

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	91	191	40	9	95	270	64	152	86	622
2	340	1639	111	107	311	1,519	145	462	297	3,727



Quarter 4, 2020 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	44	547	48	46	47	515	37	6	58	154	47	1,268
Code 3	59	1,387	68	172	61	1,869	42	58	74	755	63	4,241

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	547	20	46	20	515	50	6	35	154	21	1,268
Code 3	19	1,387	20	172	21	1,869	21	58	22	755	20	4,241

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	32	247	67	15	41	171	37	6	59	94	41	533
	Code 3	61	377	80	75	63	626	45	23	76	449	67	1,550
Medical Aid Call Types	Code 2	54	300	39	31	51	344	0	-	57	60	52	735
	Code 3	58	1,010	59	97	60	1,243	40	35	71	306	60	2,691

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	247	20	15	22	171	50	6	45	94	25	533
	Code 3	24	377	23	75	25	626	26	23	24	449	24	1,550
Medical Aid Call Types	Code 2	17	300	21	31	19	344	0	-	20	60	18	735
	Code 3	17	1,010	18	97	19	1,243	17	35	21	306	18	2,691

YOLO

EMERGENCY

COMMUNICATIONS

AGENCY



YOLO 911
EMERGENCY DISPATCH

2020

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 =

193,760

-5% FROM 2019



ALL FIRE EVENTS =

18,366



ALL LAW EVENTS =

150,882



ALL MEDICAL EVENTS =

12,402



ALL SUPPORT EVENTS =

2,633



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

57,970

9-1-1 CALLS

-13% FROM 2019

68,165

OUTGOING CALLS

-4% FROM 2019

168,261

NON-EMERGENCY CALLS

+1% FROM 2019

294,396

TOTAL CALLS

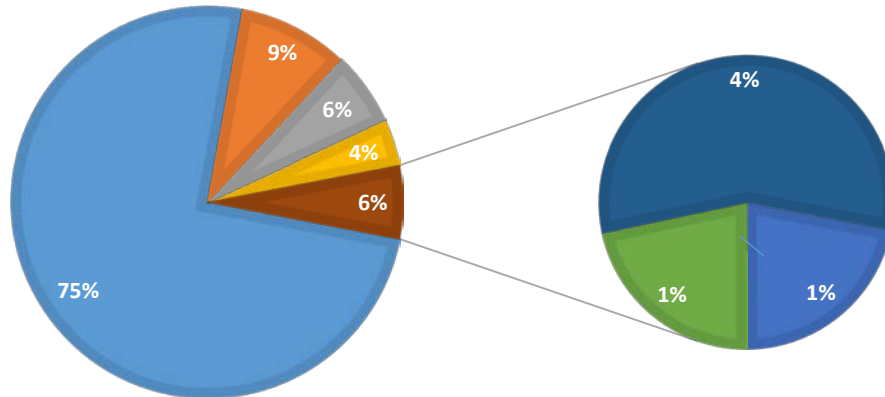
-3% FROM 2019



ALL AGENCIES

2020 OVERALL STATISTICS

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



Overall YECA	2019 Total	2020 Total	% Change
Calls for Services			
Law	160,532	150,882	-6%
Fire	17,330	18,366	6%
Medical	12,926	12,402	-4%
Police Records Entries*	10,285	7,717	-25%
Probation	3,082	2,652	-14%
Public Works/Support	3,366	2,633	-22%
Animal Control	7,730	6,826	-12%
Total	215,251	201,478	-6%

*WEIGHTED BY TIME

CITY OF WINTERS



Agency	2019 Total	2020 Total	% Change
City of Winters			
Police	6,307	6,330	0%
Police Records Entries*	277	224	-19%
Fire	670	790	18%
Medical	359	431	20%
Public Works	64	46	-28%
Animal Control	200	143	-29%
CLETS Returns	28,826	28,266	-2%
Phone Calls	10,314	11,775	14%
Total	47,017	48,005	2%

*WEIGHTED BY TIME

CITY OF WOODLAND



Agency	2019 Total	2020 Total	% Change
City of Woodland			
Police	61,857	61,359	-1%
Police Records Entries*	5,821	3,873	-33%
Fire	4,618	4,426	-4%
Medical	4,624	4,564	-1%
Public Works	1,167	830	-29%
Animal Control	2,431	2,217	-9%
CLETS Returns	266,640	262,406	-2%
Total Phone Calls	112,898	108,926	-4%
Total	460,056	448,601	-2%

*WEIGHTED BY TIME

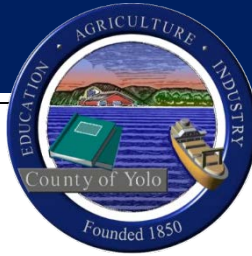
CITY OF WEST SACRAMENTO



Agency	2019 Total	2020 Total	% Change
City of West Sacramento			
Police	60,345	52,916	-11%
Police Records Entries*	4,187	3,620	-14%
Fire	4,400	4,545	3%
Medical	5,866	5,851	0%
Public Works	541	423	-22%
Animal Control	2,298	1,906	-17%
CLETS Returns	259,433	254,395	-2%
Total Phone Calls	109,847	105,982	-4%
Total	446,917	430,638	-4%

*WEIGHTED BY TIME

COUNTY OF YOLO



Agency	2019 Total	2020 Total	% Change
County of Yolo			
Sheriff	30,718	28,327	-8%
Fire	6,701	7,444	11%
Medical	1,177	963	-18%
Public Works	717	176	-75%
Animal Control	2,801	2,296	-18%
District Attorney	18	20	11%
Maintenance	18	18	0%
Probation	3,082	1,652	-14%
Social Services	820	1,089	33%
Mental Health	0	0	0%
Environmental Health	7	11	57%
Communications	0	0	0%
Explosive Ordinance	40	17	-58%
Fire Investigative Unit	0	0	0%
Fire Service Misc.	365	365	0%
Yolo Narcotics	18	0	-100%
Public Guardian	32	42	31%
CLETS Returns	165,749	162,529	-2%
Total Phone Calls	70,180	67,711	-4%
Total	282,443	273,660	-3%

UNIVERSITY OF CALIFORNIA DAVIS



Contract Fire	2019 Total	2020 Total	% Change
UC Davis Fire			
Fire	816	698	-14%
Medical	529	279	-47%
Move-Ups		48	
Total	1,345	1,025	-27%

YOCHA DEHE FIRE



Agency	2019 Total	2020 Total	% Change
Yocha Dehe Wintun Nation			
Fire	170	132	-22%
Medical	338	166	-51%
Total	508	298	-41%

ARBUCKLE FIRE



Contract Fire	2019 Total	2020 Total	% Change
Arbuckle			
Fire	277	246	-11%
Medical	198	179	-10%
Total	465	425	-9%

STAFF REPORT

Agenda Item: 7.a

Date: February 3, 2021

To: YECA Governing Board

From: Dena Humphrey, Executive Director

Subject: Proposed Draft Budget for FY21/22 – Information Only

Summary:

This year’s budget for FY21/22 captures the operational costs for current staffing of 46 FTE’s. The FY22 Budget is inclusive of all bargaining costs for the represented and non-represented. A recent negotiated side letter with the Yolo County Dispatcher’s Association resulted in a one-year extension, bringing the new end term date to June 30, 2022. The side letter also agreed to no financial enhancements in the final year.

Agency Overall:

The total draft budget for FY21/22 is \$7,123,598. The use of surplus funds \$350k, and revenue from the UCD Fire contract \$84k, Arbuckle Fire \$40k, grants \$23k, \$60k in bank interest and IRS Subsidies brought a total reduction of \$557k, to the member allocations.

For the FY21 Budget, the Board approved to delay FY21 CIP contributions in the amount of \$368k. This was to meet the City Managers group target for a 5% budget reduction for the FY21 Budget. To provide background, the 10-year CIP was implemented back in 2017 to capture equipment replacement and plan long range for fiscal stability. FY21/22 will be year 5 of the 10-year capital plan.

Cost Changes for FY22:

Salaries & benefits for 46 FTE’s increased by \$198k or 3.8%. The cost increase is inclusive of bargaining and reflects overall increases from i.e., CalPERS, Merits, COLA’s, Medical, and OPEB. CalPERS budgeted cost alone increased \$61k, or 11% from previous year’s budgeted amount. Supplies & Services major object resulted in a decrease of \$98k, or 8%. The overall net increase between these two objects was \$100k, or a total net 1.5% increase from current budget.

CalPERS	Projected Future Employer Contribution Rates					
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Employer Normal Cost%:	10.88%	10.9%	10.9%	10.9%	10.9%	10.9%
Employer Normal Cost	\$322,132	\$335,000	\$357,993	\$371,491	\$375,206	\$378,959
UAL\$	\$284,997	\$316,000	\$338,000	\$362,000	\$373,000	\$383,000
Total CalPERS Cost	\$607,129	\$651,000	\$695,993	\$733,491	\$748,206	\$761,959

Fiscal Year Comparison

Current year budget FY20/21 comparison to FY21/22 proposed budget:
(includes CIP \$368k allocation)

Major Objects	FY20/21	Proposed FY21/22	Change	Percent
Total Salaries & Benefits	\$ 5,089,126	\$ 5,286,855	\$ 197,729	3.9%
Total Service & Supplies	\$ 1,181,115	\$ 1,082,970	\$ (98,145)	-8.3%
Total Other Charges	\$ 370,005	\$ 362,107	\$ (7,898)	-2.1%
Capital Equipment & Contingency	\$ 196,000	\$ 391,666	\$ 195,666	99.8%
TOTAL APPROPRIATIONS	\$ 6,836,246	\$ 7,123,598	\$ 287,352	4.2%

Total Member Contribution	\$ 5,843,741	\$ 6,204,491	\$ 392,750	6.7%
Total Capital Lease Payments	\$ 370,005	\$ 362,107	\$ (7,898)	-2.1%
Total Other	\$ 622,500	\$ 557,000	\$ (97,500)	-15.7%
TOTAL REVENUE	\$ 6,836,246	\$ 7,123,598	\$ 287,352	4.2%

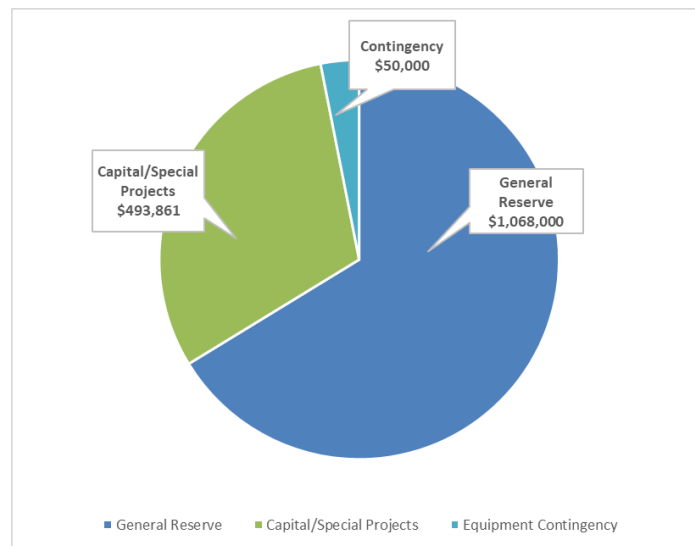
FY21 Current Year - Fund Balance Summary:

The General Reserve established Nov 2015 for emergency needs has a current balance \$1.068M, representing 16.7% of the operating budget (goal set by the JPA Board 20%).

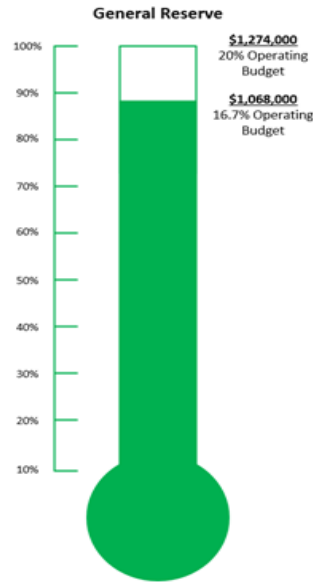
The Capital/Special Projects Reserve is expected to have an end balance of \$495k. The proposed budget includes a contribution into the fund for FY22, as a separate line item.

Three years ago the Board approved the setting aside of a small contingency fund primarily set up for radio equipment failures. Fortunately, this year the contingency fund has not been needed, resulting in a balance of \$50k.

FY21 Current Reserve Balances



JPA Board General Reserve Fund Goal Status



Use of Fund Balance

The agency realized a \$550k fund balance, as a result of vacancies and carryovers from prior years, as noted in the FY19/20 Financial Audit. As a result, the agency proposes the following use of funds:

Description	Year	Amount	Fund	Division
Offset Member Shares for FY22 Budget	FY22	\$ 350,000	#10	#30
Increase General Reserve Fund	FY21	\$ 200,000	#20	#30
Total		\$ 550,000		

1. To offset member shares for FY22, the use of \$350k from fund balance was built into the FY21/22 Budget.
2. The JPA Board set the goal of having 20% of the operating budget set aside in the General Reserve fund. The current balance is \$1.068M, reflecting 16.7% of the operating budget. Increasing the fund by \$200k, will bring the General Reserve to \$1.274M, reaching 100% of the Board’s goal.

FY21-22 Proposed Member Agency Allocations

The agency allocations shown on the table below reflects operations & maintenance on a side by side comparison without the CIP allocation. Whereas, the last column includes the CIP allocation, after skipping one year.

*Note: the scheduled debt service payment will be paid fully Nov 2025

FY21 & FY22 Comparison - No CIP Allocation				FY22 Includes CIP Contribution	
Agency Totals	FY21 Member Allocations No CIP	FY22 Member Allocations No CIP	Change	CIP Annual Allocation	FY22 Member Allocations W/CIP
			Increase/ (Decrease)		
Winters - O&M	\$234,873	\$241,404	\$6,531	\$22,797	\$264,201
Winters - Debt Service	\$21,892	\$21,865	(\$27)		\$21,865
Total	\$256,765	\$263,269	\$6,504		\$286,066
Woodland - O&M	\$2,113,984	\$2,137,461	\$23,477	\$110,817	\$2,248,278
Woodland - Debt Service	\$96,610	\$96,491	(\$119)		\$96,491
Total	\$2,210,594	\$2,233,952	\$23,358		\$2,344,769
West Sac - O&M	\$2,043,762	\$2,043,061	(\$701)	\$74,812	\$2,117,873
West Sac - Debt Service	\$55,208	\$55,139	(\$69)		\$55,139
Total	\$2,098,970	\$2,098,200	(\$770)		\$2,173,012
Yolo County - O&M	\$1,394,000	\$1,393,446	(\$554)	\$151,358	\$1,544,804
Yolo County - Debt Service	\$143,194	\$143,017	(\$177)		\$143,017
Total	\$1,537,194	\$1,536,463	(\$731)		\$1,687,821
Yocha Dehe - O&M	\$58,122	\$58,390	\$268	\$8,216	\$66,606
Yocha Dehe - Debt Service	\$8,578	\$8,568	(\$10)		\$8,568
Total	\$66,700	\$66,958	\$258	\$368,000	\$75,174

STAFF REPORT

Agenda Item: 7.b

Date: February 3, 2021

To: YECA Governing Board

From: Dena Humphrey, Executive Director

Subject: FY21/22 Proposed Capital Investment Plan (CIP)

Summary:

The proposed CIP costs for FY21 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.

The projected Capital/Special Projects fund balance at FY21 yearend is projected to be \$495k. The FY21 Budget included a \$90k transfer from the Capital/Special Projects fund to replace the UPS in Dispatch.

The Board approved the 10-year CIP back in 2017, which set a fixed overall contribution of \$368k into the plan. 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.

Current FY20/21 CIP Items – Status

Uninterruptible Power Supply (UPS) ~ *Slated for Completion June 2021*

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.

Batteries Radio Plant: ~ *Slated for Completion May 2021*

Each radio site has a secondary source of power to operate the radios in the event of a power failure. This is the last phase to replace the aged batteries at each of the sites that were originally installed for the new radio system. The HSG grant of \$66k, was approved for the purchase of the batteries for this project.

Agency Firewalls: ~ *Slated for Completion March 2021*

YECA has 2 primary firewalls in use providing Cyber security protection to the YECA network. Network connectivity to each of the member agencies traverse through these firewalls monitoring,

allowing, and denying traffic. These firewalls are essential in securing YECA’s internet connection and connectivity to each member agency’s network. The HSG grant of \$40k, was approved for the purchase of the Firewalls for this project.

FY21/22 Proposed CIP Items:

9-1-1 Voice Logger (Server):

The 9-1-1 voice logger records the primary VHF/UHF channels and telephone calls that are made and received from the Vesta phone system. This server has reached end of life.

Offsite SAN (Disaster Recovery):

The offsite SAN is a storage array (1 of 2) that stores YECA’s backup jobs offsite to preserve data in the event of a catastrophic failure at YECA (fire, flood, power spike that destroys the boxes, etc.) that has reached end of life.

R730 Servers (2):

The R730 servers are physical servers that support the virtual server infrastructure that are end-of-life servers for the network (CAD, Email, file storage, CLETS, etc.) that are in need of replacement due to age.

Summary of costs for the proposed FY21/22 CIP Items:

Project	Cost	Status
Voice Logger	\$ 52,000	<i>Slated for FY22</i>
SAN	\$ 85,000	<i>Slated for FY22</i>
R730 Servers	\$ 52,000	<i>Slated for FY22*HSG</i>
TOTAL	\$ 189,000	

Agenda Item: 7.b

FY22 CIP
5-Year Projection

Project	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
Furniture					
Dispatch Consoles		\$85,000			
Server Room					
R720 Servers (2) & R740 (2)			\$52,000		
Offsite SAN (Disaster Recovery)			\$90,000		
UPS					
Core Switches (6)					\$66,000
Internet Firewalls					\$16,000
Interagency Firewalls					\$7,000
911 Voice Logger (Server only) I	\$52,000				\$52,000
911 Voice Logger (Server only) II			\$11,000		
SAN	\$85,000				
R730 Servers (2)	\$52,000				
Radio/911 Equipment Room					
Radio/Microwave Multiplexor					
Batteries for Radio Power Plant					
Dispatch 911 Phones (CPE)					\$370,000
TSM 8000 Server - Microwave		\$17,000			\$17,000
Zetron Toning System					
Radios				\$235,000	
Microwave Radios					
Channel Banks					
GPS Clocks					
Comparators					
Radio Sites					
Batteries for Radio Power Plant					
Generator for Bald					
Radios				\$590,000	
Microwave Radios					
Channel Banks					
GPS Clocks					
HVAC					\$60,000
Building					
Totals	\$189,000	\$102,000	\$153,000	\$825,000	\$588,000
Total per Funding Source	\$23,666				\$60,000
					\$482,000
Member Agencies	\$165,334	\$102,000	\$153,000	\$825,000	\$106,000
Annual Sinking Fund	\$368,000	\$368,000	\$368,000	\$368,000	\$368,000
Annual Balance	\$202,666	\$266,000	\$215,000	-\$457,000	\$262,000
Running Balance	\$696,527	\$962,527	\$1,177,527	\$720,527	\$982,527

Agenda Item: 7. c FY21 Current Position Table

Authorized Position Resolution

as of
01/28/2021

			Current				Final	
			FTE Auth	FTE Funded & Filled	FTE Funded & Vacant	Current FTE Auth & Funded	Proposed FTE Changes	FTE Auth & Funded
<i>Active Positions</i>		Effective						
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	3	1	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
Totals			46	41	5	46		46