

**AGENDA  
REGULAR MEETING  
YECA GOVERNING BOARD  
Wednesday, March 6, 2024  
2:00 P.M. Public Session**

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

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**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**

- a. Introduction New Staff Member Holly Zink, Sr. Accountant Technician

**4. 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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**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 December 6, 2023, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 2023 4<sup>th</sup> Quarterly Law & Fire Dispatch to Que Call Stats
- e. 2023 Annual Calls for Service Report
- f. After-Hours Coverage Amended Staff Summary for Additional New Holidays

**6. FY22/23 External Audit Presentation by Richardson & Company, CPA's – \*Info Only**

- a. FY22/23 Fiscal Audit Summary
- b. FY22/23 Governance Letter
- c. FY22/23 Management Letter
- d. FY22/23 Fiscal Audit Financials – [Click Here for Attachment](#)

**7. Old Business**

- a. YECA Dispatch Room Remodel Update
- b. Live911 Implementation Status Update

**8. FY24/25 Proposed Draft Budget & Presentation – \*Info Only**

- a. FY24/25 Proposed Budget
- b. FY24/25 Proposed CIP Summary
- c. FY24/25 Proposed CIP 3-Year Forecast
- d. FY24/25 Proposed Position Table
- e. IT Extra-Help Staff Summary

**9. Next Scheduled JPA Board Meeting Date April 3, 2024**

**10. Items for Future Meeting Agenda**

- a. 2023 Dispatcher of the Year Award
- b. FY24/25 Budget
- c. Executive Director Annual Evaluation

**11. Adjournment**

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before March 1, 2024 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

If you are a person with a disability and you need disability related accommodations to attend the meeting, please contact Tianna Dumas at (530) 666-8900 or (530) 666-8909 (fax). Requests for accommodations must be made at least two full business days before the start of the meeting.

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

**December 6, 2023**

**2:00 P.M.**

**Minutes**

The YECA Governing Board met on Wednesday December 6<sup>th</sup>, 2023 at Yolo Emergency Communications Agency 35 N Cottonwood – Conference Room, Woodland. Board Chair Binns called the meeting to order at 2:01pm.

**PRESENT: Primary Board Members:** Dena Humphrey, YECA Executive Director, Kim McKinney, City of Woodland, John Miller, City of Winters, Shawn Kinney, Yocha Dehe Wintun Nation, Steve Binns, City of West Sacramento, Tom Lopez, Yolo County

**Entry No. 2**

**Minute Order No. 2024-10**

**Approval of the Agenda - [Approved](#)**

**MOTION: Kinney SECOND: Lopez AYES: Kinney, McKinney, Binns, Miller, Lopez**

**Entry No. 3**

**Announcements – None**

**Entry No. 4**

**Public Comment – None**

**Entry No. 5**

**Minute Order No. 2024-10**

**Approval of Consent Agenda– [Approved](#)**

- a. Approval of the Minutes from the October 4, 2023, Regular Meetings
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 2023 3<sup>rd</sup> Quarterly Law & Fire Dispatch to Que Call Stats
- e. YECA & YCDA Side-Letter Amending Article 16 Seniority for Dispatch Assistant Overtime

**MOTION: Miller SECOND: McKinney AYES: Kinney, Miller, McKinney, Binns, Lopez  
\*abstaining from item 5a. Minutes October 4, 2023 – Miller, Lopez as they were absent**

**Entry No. 6**

**Old Business**

- a. YECA Dispatch Room Remodel Update  
Dena, ED advised as part of the remodel looking at renovating the ceiling in the Dispatch room to allow better air ventilation through strategically placed vents. Estimated budget in August of 2023 was 432K, currently as of December 2023 budget estimate is now at 427K, with an anticipated completion date of May 2024. This amount includes furniture and renovation costs.
- b. Live911 Implementation Status Update  
Charles Keasler, Systems Administrator informed the board that with the current contract in place with Higher Ground they are looking for points of contact for each member for any additional licenses member agencies wish to add. Current contract covers 2 licenses per agency, anything outside of that would be considered additional per contract terms. Project is at 80% completion as they are working out some audio issues and anticipate the project will be completed in January 2024.

## **Entry No. 7**

### **Presentation and General Discussion for Records Management System (RMS) and YECA CAD System \*Info Only**

- a. Staff summary providing brief background of YECA CAD system and comparison- Charles Keasler presented power-point presentation to the board detailing the difference between Option A and Option B with Billy Keen answering any specific questions relating to this project.

**Option A- RIMS CAD and Consolidated RMS System-** board members discussed the pros and cons of choosing this option. There was a general consensus that the RIMS system is a better option for law agencies as a records management system. The issues with this system for an agency such as YECA lie primarily on the fire side, as other agencies have struggled to successfully operate their fire response plans utilizing this system. Furthermore, Billy Keen advised he has not been able to find any agencies similar to YECA with multiple jurisdictions that have successfully integrated both law and fire agencies on this system. The main concern was the ability of this system to handle the complex capabilities YECA would require as a multi-jurisdictional JPA that has been functioning on an enterprise CAD level, when this system is set up for medium sized agencies. In addition, with this option all agencies would be required to switch to this system as no third party RMS system can connect to RIMS.

**Option B- Central Square CAD and Individual RMS Systems-** board members again discussed the pros and cons of choosing this option. On the dispatch side, YECA as an agency would be able to maintain the CAD system and integrate individual RMS systems into the software as it has the 2-way ability to work with third party vendors unlike RIMS. For law agencies, when dispatchers would run checks, RIMS would be a separate tab per agency on the check results page, but still within the same system as the data would be integrated.

Consensus was to keep this discussion on an ongoing basis as agencies are still working on RFP's that are pushed out into the next fiscal year. Board Member Lopez advised staggered integration per agency in case unanticipated issues arise rather than every agency making the change at the same time as the fall out would be harder to manage.

## **Entry No. 8**

**Next Scheduled JPA Board Meeting Date:** February 7, 2024

## **Entry No. 9**

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

- a. No items.

## **Entry No. 10**

**Meeting Adjourned at 2:57p.m.**

**Minutes submitted by Tianna Dumas**



## STAFF REPORT

**Agenda Item:**

**Date:** March 6, 2024  
**To:** YECA Governing Board  
**Thru:** Dena Humphrey, Executive Director  
**From:** Leah Goodwin, Deputy Director  
**Subject:** January 2024 Operations Division Report  
**Recommendation:** No action required; information only.  
**Summary:** Operations staff is currently engaged in the following:

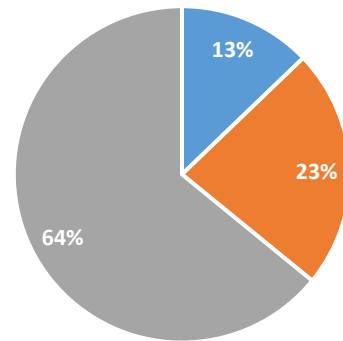
**Staffing:**

1. Out of 39 funded operations positions:

Classification	Filled	Funded	Vacant
Supervisor	4	4	0
Operations Supervisor	1	1	0
Dispatcher III	4	4	0
Dispatcher I/II	23	26	3
Dispatch Assistant	2	4	2
<b>TOTAL</b>	34	39	5

### MARCH 2024

■ Vacancies ■ In-Training ■ Trained



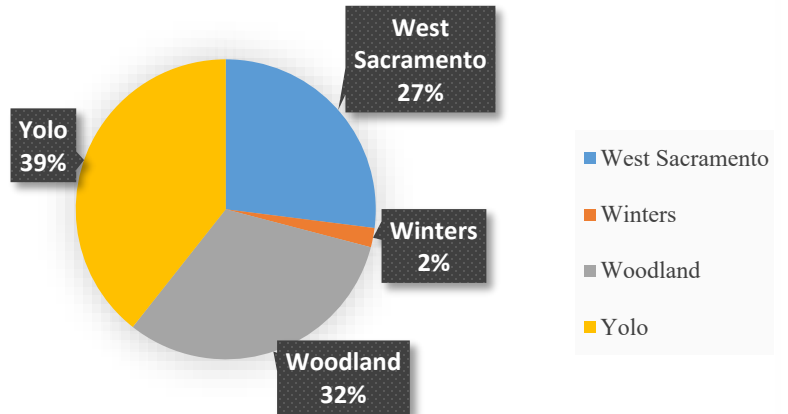
- a. Danielle Tavares has begun training on the YSO/WNP radio (2nd console).
- b. Ledina Barrientes has begun training on the WDP radio (1st console).
- c. Meghan Heald has begun training on the WSP radio (1st console).
- d. Cynthia Anderson has begun training on the YSO/WNP radio (1st console).
- e. Rosita Vidales has begun training on the Fire radio (1st console).
- f. Toni Hogan has reclassified to a dispatcher position and has begun training on the YSO/WNP radio (1st console).
- g. Benicia Lammon has reclassified to a dispatcher position and has begun training on the WDP radio (1st console).
- h. Madison Burgess and Hollie Kiser have completed the in-house academy and have begun the call taking phase of their training.

**Statistical Information:**

Monthly Phone Statistics:

	<b>Jan</b>
<b>9-1-1</b>	4,450
<b>7-Digit Emergency</b>	1,004
<b>AMR</b>	93
<b>West Sacramento</b>	3,167
<b>Winters</b>	244
<b>Woodland</b>	3,704
<b>Yolo</b>	4,617
<b>Outgoing</b>	4,983
<b>TOTAL</b>	<b>22,262</b>

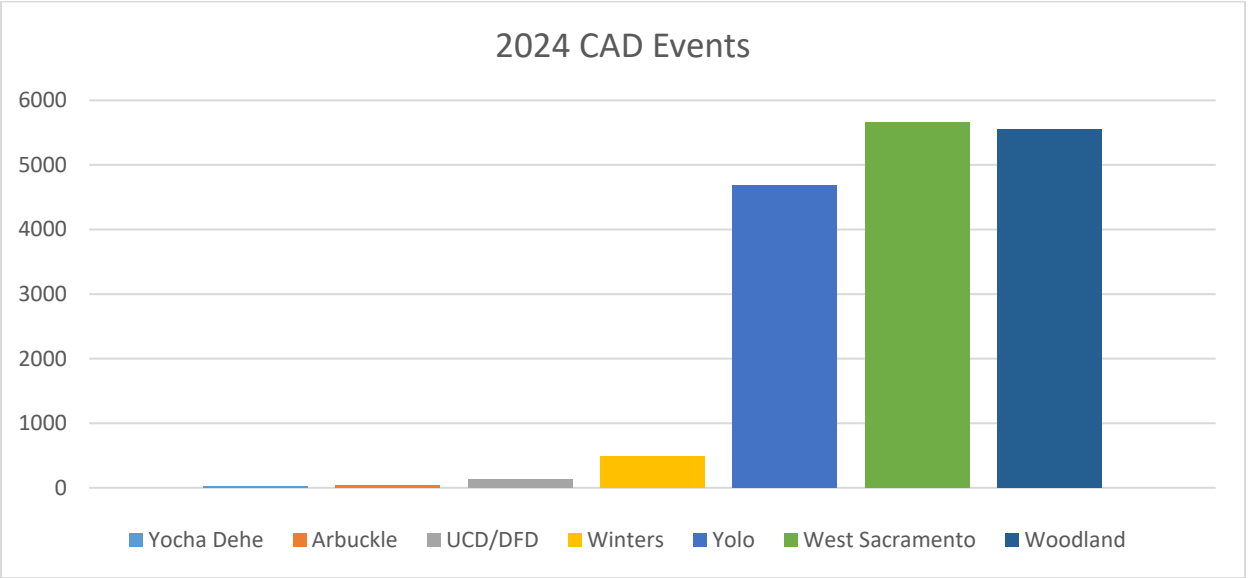
**2024 YTD  
Incoming Non-Emergency Lines**



Monthly CAD Events:

	<b>JAN</b>
<b>West Sacramento</b>	
Law	4,369
Fire	430
Medical	637
Animal Control	185
Public Works/Support	31
<b>TOTAL</b>	<b>5,652</b>
<b>Winters</b>	
Law	363
Fire	52
Medical	50
Animal Control	11
Public Works/Support	9
<b>TOTAL</b>	<b>485</b>
<b>Woodland</b>	
Law	4,497
Fire	265
Medical	525
Animal Control	200
Public Works/Support	68
<b>TOTAL</b>	<b>5,555</b>
	<b>JAN</b>

<b>YSO</b>	
Law	3,096
Fire	430
Medical	100
Animal Control	280
Public Works/Support	781
<b>TOTAL</b>	<b>4,687</b>
<b>Yocha Dehe</b>	
Fire	10
Medical	18
<b>TOTAL</b>	<b>28</b>
<b>Arbuckle</b>	
Fire	23
Medical	22
<b>TOTAL</b>	<b>45</b>
<b>UCD/DFD</b>	
Fire	76
Medical	58
<b>TOTAL</b>	<b>134</b>
<b>GRAND TOTAL</b>	<b>16,586</b>



CLETS Inquiries>Returns:

	<b>Jan</b>
Inquiries	10,065
Returns	52,233

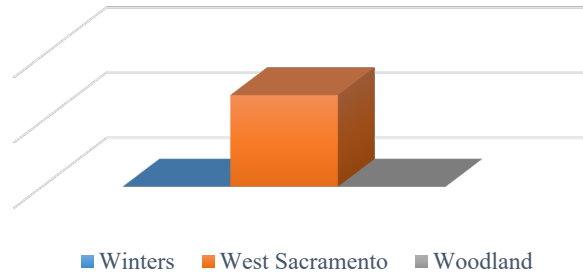
Confidential Records Requests (Audio & CAD Print out):

<b>Jan</b>
16

After-Hours Records Entries:

	<b>Jan</b>
West Sacramento	280
Winters	0
Woodland	0
<b>TOTAL</b>	<b>280</b>

### 2024 YTD Records Entries



Text to 9-1-1:

	<b>Jan</b>
<b>TOTAL</b>	<b>9</b>

IROC (Fire- Interagency Resource Ordering Capability):

	<b>Jan</b>
<b>TOTAL</b>	<b>0</b>

9-1-1 Answering Times:

*In busiest hour; 90% off all 9-1-1 calls shall be answered within 15 seconds, 95% of all 9-1-1 calls should be answered within 20 seconds*

	<u>Jan</u> <u>(1700)</u>
Month & (Busiest Hour)	
0-10 seconds	95.76%
0-15 seconds	98.94%
0-20 seconds	99.65%

## Projects:

1. Leadership Development Training
  - a. Leadership pilot program
  - b. Train and develop Dispatch Supervisor Amanda Garrison.
  - c. Train and develop Dispatcher III Eakin, Patterson, and DaPrato.
2. EMD-QA
  - a. Operations Supervisor Hoyt provides weekly feedback for all cardiac events and calls, including PAIs, focusing on case review and compliance.
  - b. Monthly Cardiac Events entered in Yolo County Cardiac Arrest CQI
3. Disaster Recovery Plan
  - a. Regular training sessions for staff on effective evacuation procedures
  - b. Cases are used in tactical dispatch events and call out requests
4. Recruitment
  - a. Recruitment is open for the June 2024 academy.
5. Succession Planning
6. 2024 In-Service Training Plan
  - a. Radio Academy (January & October)
  - b. ProQA Refresher Training (January & November)
  - c. Fire Season Training, Date TBD
  - d. IROC Refresher Training, Date TBD
  - e. Law Training (June)
7. CalOES GIS Pilot Project
8. NG9-1-1 Equipment Installations
  - a. YECA is in Phase 2 (CalOES changed from phase 5 to 2 10/20/2021)
  - b. CPE Software Upgrade completed 4/13/2021
  - c. Atos Equipment installation completed 11/15/2021
  - d. Migration from Comtech Text to 9-1-1 to Rapid Deploy Radius completed 02/23/2022
  - e. CALOES Tiger Team completed PSAP readiness testing 08/23/2023
  - f. Tentative NG 911 installation in September 2024
9. Applicant Tracking System
10. Onboarding Implementation
11. Headset Replacement
12. Employee evaluation model
13. Dispatch remodel
14. Employee wellness program

## YECA BUDGET MANAGEMENT SUMMARY

2023 / 2024 As of 2/27/2024

			8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%
			JUL-23	AUG-23	SEPT-23	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	APR-24	MAY-24	JUN-24
B/U	30	<b>ADMINISTRATION</b>												
		Appropriations	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109
		Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Expenditures	\$ 333,379	\$ 448,268	\$ 513,232	\$ 639,179	\$ 856,221	\$ 913,292	\$ 996,939	\$ 1,156,043	\$ 1,218,066	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109
		Unencumbered	\$ 2,040,730	\$ 1,925,841	\$ 1,860,877	\$ 1,734,930	\$ 1,517,888	\$ 1,339,224	\$ 1,377,170	\$ 1,218,066	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109
		Percent Expended	14%	19%	22%	27%	36%	38%	42%	49%	0%	0%	0%	0%
B/U	40	<b>OPERATIONS - DISPATCH</b>												
		Appropriations	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703
		Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Expenditures	\$ 421,414	\$ 838,693	\$ 1,044,108	\$ 1,484,591	\$ 1,660,970	\$ 2,195,076	\$ 2,533,005	\$ 2,725,742	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703
		Unencumbered	\$ 4,230,289	\$ 3,813,010	\$ 3,607,595	\$ 3,167,112	\$ 2,990,733	\$ 2,456,627	\$ 2,118,698	\$ 1,925,961	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703
		Percent Expended	9%	18%	22%	32%	36%	47%	54%	59%	0%	0%	0%	0%
B/U	50	<b>INFORMATION TECHNOLOGY</b>												
		Appropriations	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800
		Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Expenditures	\$ 98,589	\$ 118,717	\$ 196,182	\$ 485,712	\$ 493,475	\$ 566,368	\$ 612,362	\$ 625,107	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800
		Unencumbered	\$ -	\$ 593,083	\$ 515,618	\$ 226,088	\$ 218,325	\$ 145,432	\$ 99,438	\$ 86,693	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800
		Percent Expended	14%	17%	28%	68%	69%	80%	86%	88%	0%	0%	0%	0%
		<b>TOTAL Appropriations</b>	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612
		Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Expenditures	\$ 853,382	\$ 1,405,678	\$ 1,753,522	\$ 2,609,482	\$ 3,010,666	\$ 3,674,736	\$ 4,142,306	\$ 4,506,893	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612
		Unencumbered	\$ 6,884,230	\$ 6,331,934	\$ 5,984,090	\$ 5,128,130	\$ 4,726,946	\$ 4,062,876	\$ 3,595,306	\$ 3,230,719	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612
		Percent Expended	11%	18%	23%	34%	39%	47%	54%	58%	0%	0%	0%	0%
		<b>TOTAL Estimated Revenue</b>	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612
		Realized Revenue	\$ 2,607,823	\$ 2,613,458	\$ 3,189,462	\$ 5,033,161	\$ 5,036,500	\$ 5,930,054	\$ 5,933,024	\$ 5,935,995	\$ -	\$ -	\$ -	\$ -
		Unrealized Revenue	\$ 5,129,789	\$ 5,124,154	\$ 4,548,150	\$ 2,704,451	\$ 2,701,112	\$ 1,807,558	\$ 1,804,588	\$ 1,801,617	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612
		Percent Realized	34%	34%	41%	65%	65%	77%	77%	77%	0%	0%	0%	0%



## Quarter 4, 2023 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	84	167	68	15	94	297	99	147	92	626
2	130	1,526	126	123	129	1,717	121	403	129	3,769

### 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	59	125	41	15	98	243	75	147	81	530
2	176	1,030	85	120	211	1,352	101	381	179	2,883

### 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	106	42	0	-	143	54	0	-	127	96
2	236	496	159	3	255	365	336	22	246	886

### 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	794	42	0	-	671	54	0	-	725	96
2	1116	496	329	3	1279	365	779	22	1172	886

### 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	244	167	41	15	202	297	75	147	180	626
2	481	1,526	91	123	438	1,717	138	403	412	3,769



## Quarter 4, 2023 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	53	477	51	56	48	680	71	4	61	183	52	1,400
Code 3	61	1,700	65	237	59	2,050	42	84	67	968	61	5,039

### 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	477	24	56	24	680	25	4	24	183	22	1,400
Code 3	21	1,700	24	237	23	2,050	23	84	24	968	23	5,039

### 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	57	99	75	14	36	226	69	2	55	70	46	411
	Code 3	72	447	80	93	68	639	44	23	68	549	69	1,751
Medical Aid Call Types	Code 2	52	379	44	42	54	454	74	2	65	113	54	990
	Code 3	57	1,254	54	144	55	1,414	41	61	66	423	57	3,296

### 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	21	99	28	14	29	226	26	2	27	70	27	411
	Code 3	25	447	28	93	26	639	29	23	26	549	26	1,751
Medical Aid Call Types	Code 2	19	379	22	42	20	454	24	2	22	113	20	990
	Code 3	19	1,254	21	144	21	1,414	20	61	23	423	20	3,296

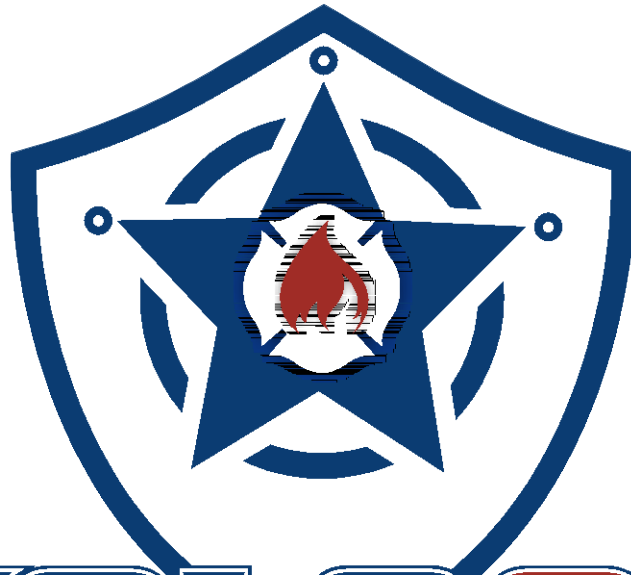


YOLO

EMERGENCY

COMMUNICATIONS

AGENCY



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

2023

ANNUAL CALLS

FOR SERVICE REPORT

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## 2023 Statistics

Overview of CAD Events and Phone Calls	3
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City of Winters	6
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County of Yolo	9
Yocha Dehe Wintun Nation	10
University of California Davis	11
Arbuckle	12

**YECA – Yolo Emergency  
Communications Agency**

**EMD – Emergency Medical  
Dispatcher**

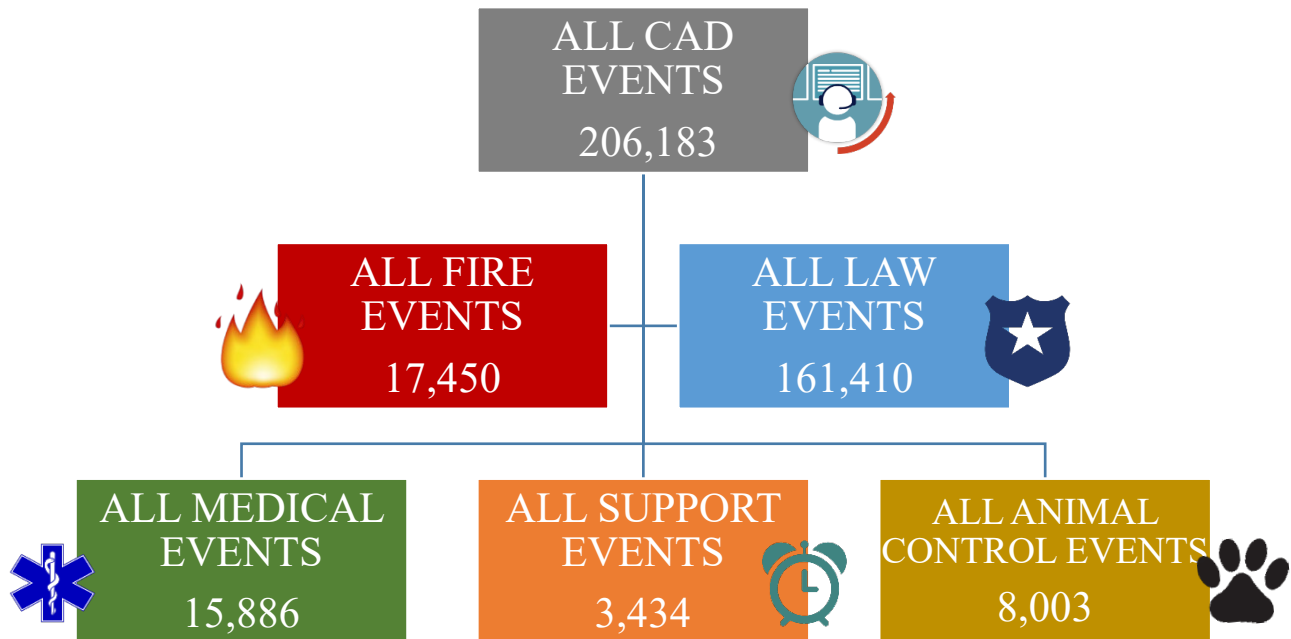
**CLETS – California Law  
Enforcement  
Telecommunications System**

**CAD – Computer Aided  
Dispatch**

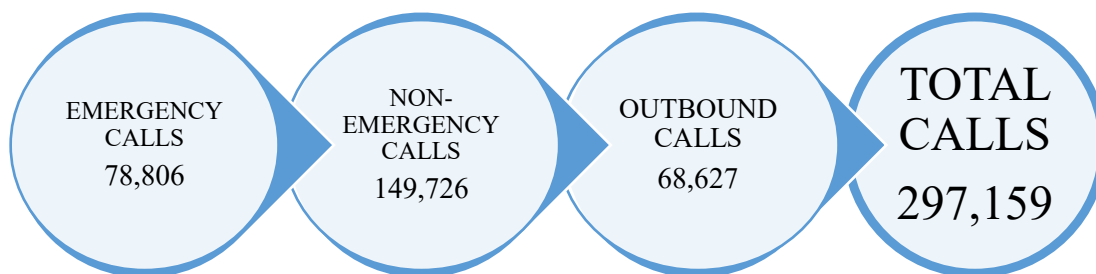
**JPA – Joint Powers Authority**

# CAD EVENTS & ALL PHONE OVERVIEW

YECA utilizes Central Square CAD software to support the complexities of YECA's multi-jurisdictional environment

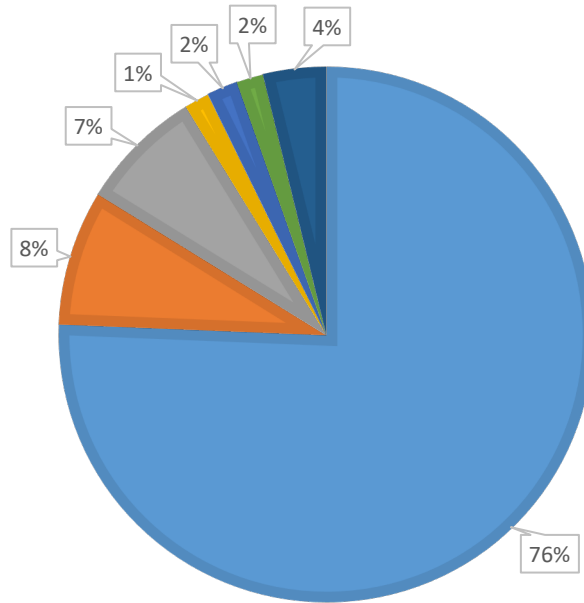


YECA utilizes AT&T's VESTA Phone System to retrieve and process incoming and outgoing calls



# ALL AGENCIES

## 2023 OVERALL STATISTICS



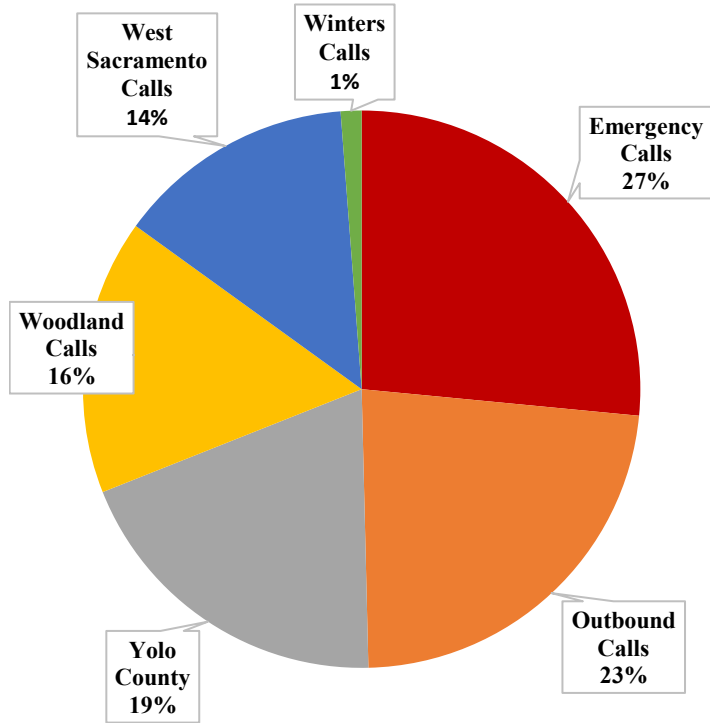
■ Law ■ Fire ■ Medical ■ Police Records Entries\* ■ Probation ■ Public Works/Support ■ Animal Control

Overall YECA	2022 Total	2023 Total	+/- Difference	% Change
<b>Calls for Services</b>				
Law	158,645	161,410	2,765	2%
Fire	17,922	17,450	-472	-3%
Medical	15,431	15,886	455	3%
Police Records Entries <sup>1</sup>	6,867	3,184	-3,683	-54%
Probation	3,075	4,036	961	31%
Public Works/Support	4,496	3,434	-1,062	-24%
Animal Control	7,230	8,003	773	11%
<b>Total</b>	<b>213,666</b>	<b>213,403</b>	<b>-263</b>	<b>0%</b>

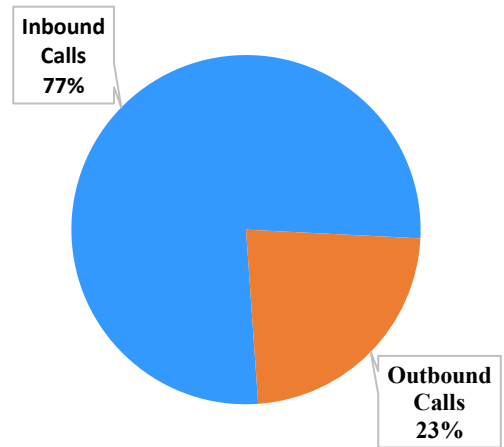
<sup>1</sup> WEIGHTED BY TIME

# ALL PHONE CALLS

**Annual Total Phone Calls**  
297,159



**Annual Total Inbound and Outbound Calls**



<b>Emergency Calls</b>	
78,806	
<b>Non- Emergency Calls</b>	
Yolo	57,549
Woodland	47,484
West Sacramento	41,105
Winters	3,588
<b>Outgoing Calls</b>	
68,627	
<b>Total Calls</b>	
297,159	

# CITY OF WINTERS



Agency	2022 Total	2023 Total	+/- Difference	% Change
<b>City of Winters</b>				
Police	7,636	6,180	-1,456	-19%
Police Records Entries <sup>1</sup>	203	1	-202	-100%
Fire	628	789	161	26%
Medical	570	666	96	17%
Public Works	60	82	22	37%
Animal Control	256	300	44	17%
Total Phone Calls	11,869	9,397	-2,472	-21%
CLETS Inquiries <sup>2</sup>	—	6,439	—	—
<b>Total</b>	<b>21,222</b>	<b>23,854</b>	<b>2,632</b>	<b>12%</b>
CLETS Returns <sup>3</sup>	22,776	34,380	11,604	51%

<sup>1</sup> WEIGHTED BY TIME

<sup>2</sup> CLETS INQUIRIES YECA PROCESSED

<sup>3</sup> CLETS RETURNS YECA REVIEWED

# CITY OF WOODLAND



Agency	2022 Total	2023 Total	+/- Difference	% Change
<b>City of Woodland</b>				
Police	60,901	54,494	-6,407	-11%
Police Records Entries <sup>1</sup>	2,681	8	-2,673	-100%
Fire	4,734	4,210	-524	-11%
Medical	5,732	5,945	213	4%
Public Works	1,019	961	-58	-6%
Animal Control	2,406	2,554	148	6%
Total Phone Calls	106,824	96,877	-9,947	-9%
CLETS Inquiries <sup>2</sup>	—	31,226	—	—
<b>Total</b>	<b>184,297</b>	<b>196,275</b>	<b>11,978</b>	<b>6%</b>
CLETS Returns <sup>3</sup>	204,988	159,019	-45,969	-22%

<sup>1</sup> WEIGHTED BY TIME

<sup>2</sup> CLETS INQUIRIES YECA PROCESSED

<sup>3</sup> CLETS RETURNS YECA REVIEWED

# CITY OF WEST SACRAMENTO



Agency	2022 Total	2023 Total	+/- Difference	% Change
<b>City of West Sacramento</b>				
Police	56,085	57,367	1,282	2%
Police Records Entries <sup>1</sup>	3,983	3,175	-808	-20%
Fire	5,125	4,856	-269	-5%
Medical	6,912	6,933	21	0%
Public Works	518	648	130	25%
Animal Control	2,103	2,440	337	16%
Total Phone Calls	100,890	93,454	-7,436	-7%
CLETS Inquiries <sup>2</sup>	—	29,477	—	—
<b>Total</b>	<b>175,616</b>	<b>198,350</b>	<b>22,734</b>	<b>13%</b>
CLETS Returns <sup>3</sup>	193,600	153,861	-39,739	-21%

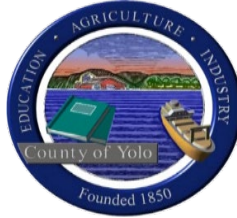
<sup>1</sup> WEIGHTED BY TIME

<sup>2</sup> CLETS INQUIRIES YECA PROCESSED

<sup>3</sup> CLETS RETURNS YECA REVIEWED



# COUNTY OF YOLO



Agency	2022 Total	2023 Total	+/- Difference	% Change
<b>County of Yolo</b>				
Law	32,724	37,388	4,664	14%
Fire	5,861	6,032	171	3%
Medical	1,172	1,186	14	1%
Public Works	198	302	104	53%
Animal Control	2,465	2,709	244	10%
District Attorney	2	3	1	50%
Maintenance	21	16	-5	-24%
Probation	3,075	4,036	961	31%
Social Services	1,212	1,299	87	7%
Environmental Health	7	7	0	0%
Explosive Ordinance	13	12	-1	-8%
Fire Service Misc.	365	365	0	0%
Public Guardian	57	61	4	7%
Total Phone Calls	65,281	97,431	32,150	49%
CLETS Inquiries <sup>1</sup>	—	41,957	—	—
<b>Total</b>	<b>112,453</b>	<b>192,804</b>	<b>80,351</b>	<b>71%</b>
CLETS Returns <sup>2</sup>	125,270	214,698	89,428	71%

<sup>1</sup> CLETS INQUIRIES YECA PROCESSED

<sup>2</sup> CLETS RETURNS YECA REVIEWED

# YOCHA DEHE FIRE



Agency	2022 Total	2023 Total	+/- Difference	% Change
<b>Yocha Dehe Wintun Nation</b>				
Fire	147	146	-1	-1%
Medical	248	300	52	21%
<b>Total</b>	<b>395</b>	<b>446</b>	<b>51</b>	<b>13%</b>

# UNIVERSITY OF CALIFORNIA DAVIS



Contract Fire	2022 Total	2023 Total	+/- Difference	% Change
<b>UC Davis Fire</b>				
Fire	1,037	1,210	173	17%
Medical	580	644	64	11%
Move-Ups	132	127	-5	-4%
<b>Total</b>	<b>1,749</b>	<b>1,981</b>	<b>232</b>	<b>13%</b>

# ARBUCKLE FIRE



Contract Fire	2022 Total	2023 Total	+/- Difference	% Change
<b>Arbuckle</b>				
Fire	237	207	-30	-13%
Medical	234	212	-22	-9%
<b>Total</b>	<b>471</b>	<b>419</b>	<b>-52</b>	<b>-11%</b>

**~ REVISED ~**

**Agenda Item: 5.f**

**Date:** March 6, 2024

**To:** YECA Governing Board

**From:** Dena Humphrey, Executive Director

**Subject:** YECA After Hours Call-Outs Standardized Schedule

**Recommendation:** To adopt the addition of the member departments holidays of Cesar Chavez Day and Juneteenth into the After-Hours Call Outs Standardized Scheduled.

On December 2, 2020, the board approved the standardization of after hour call-outs function coverage for several city/county departments. This put in-place the hours YECA would cover departments with 24/7 after hour callouts.

The County of Yolo, Cities of West Sacramento and Winters have recognized Juneteenth and Cesar Chavez as observed holidays. The following schedule below is the standard hours YECA is responsible for providing after hours call-out functions, including the agreed upon holidays now amending Cesar Chavez Day and Juneteenth to the schedule for those members. Any days/times outside the following schedule below would be the responsibility of the individual agency/department to handle their own individual calls:

<b>City of Woodland</b>	<b>Days &amp; Times</b>
Public Works	M-F 1600-0700, plus Sat/Sun & Holidays

<b>City of W. Sacramento</b>	<b>Days &amp; Times</b>
Public Works	M-F 1630-0800, plus Sat/Sun & Holidays

<b>City of Winters</b>	<b>Days &amp; Times</b>
Public Works	M-F 1700-0800, plus Sat/Sun & Holidays

<b>Yolo County Department</b>	<b>Days &amp; Times</b>
Yolo Public Works	M-F 1630-0700, plus Sat/Sun & Holidays
Adult Protective Services	M-F 1600-0800, plus Sat/Sun & Holidays
Child Protective Services	M-F 1600-0800, plus Sat/Sun & Holidays
Public Guardian	M-F 1700-0800, plus Sat/Sun & Holidays
County Maintenance	M-F 1700-0800, plus Sat/Sun & Holidays
Coroner's Office	M-F 1700-0800, plus Sat/Sun & Holidays
Animal Services	M-F 1600-0800, plus Sat/Sun & Holidays
YEH Public Health Officer	M-F 1700-0800, plus Sat/Sun & Holidays
YEH Hazmat	M-F 1700-0800, plus Sat/Sun & Holidays

## Standard Holidays

New Year's Day

Martin Luther King Day

President's Day

Memorial Day

Independence Day

\*Cesar Chavez Day (amended 12/15/2023)

Labor Day

Veteran's Day

Thanksgiving Day & Day After

Christmas Day

\*Juneteenth (amended 12/15/2023)

YOLO EMERGENCY COMMUNICATIONS AGENCY  
SUMMARY OF FISCAL YEAR 2022/23 AUDIT RESULTS

March 6, 2024

Presentation by Richardson & Company, LLP of the Audited Financial Statements, including the following communications required by Generally Accepted Auditing Standards:

Reports issued

- Audited Financial Statements with auditors opinion
- Internal Control and Compliance Reports
- Required communications letter
- Management letter with recommendations

Independent Auditor's Report (pages 1 to 3)  
Unmodified (clean) opinion

Highlights of financial statements

Statement of Net Position (page 4)

- Negative unrestricted net position of \$1.2 million due to pension and OPEB obligations
- Lease liability recorded for equipment and Bald Mountain property
- New SBITA (software) liability and asset under GASB 96

Statement of Activities (page 5)

- Revenues less than expenses by \$206K (including non-cash expenses: depreciation of \$677K, pension of \$254k and OPEB of \$174k)

General Fund Balance Sheet (page 6)

- Fund balance assigned of \$3.36 million and unassigned fund balance of \$518K are available for spending. Total of \$3.87 million is 58% of expenditures, or 7 months.

General Fund Revenue/Expense (page 8)

- Net income (addition to reserves) was \$516K.

- County pool investment yield was 3.27% for the year. Investment income of \$99K is after a negative fair value adjustment of \$22K due to rising interest rates.

- Salaries and benefits were up \$941K. \$659K was due to higher pension and OPEB costs.

Pension Plan, Note 7 (pages 24 to 29) – liability increased \$3.22 million to \$4.64 million due to 6% loss on plan assets as of June 30, 2022 measurement date. 79% funded vs 93% in 2022

OPEB Plan, Note 9 (pages 30 to 39)—liability decreased \$766K due to higher discount rate based on municipal bond market rates and updated actuarial assumptions. With no prefunding of plan expect the liability to increase over time.

Budget to Actual Comparison (page 44)

- Budgeted deficit of (\$306K), actual surplus of \$464K.

Reports on Internal Control and Compliance (page 51)

- Clean report

- No internal control weaknesses or compliance issues

Required Communications Letter

- Significant estimates used—pension and OPEB amounts are volatile

- Audit adjustments – no audit adjustments identified

- No difficulties in performing the audit and no unusual accounting practices

Management letter – three minor recommendations



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## REQUIRED COMMUNICATIONS LETTER

To the Board of Directors  
Yolo Emergency Communications Agency  
Woodland, California

We have audited the financial statements of the Yolo Emergency Communications Agency (YECA) for the year ended June 30, 2023 and have issued our report thereon dated February 26, 2024. Professional standards require that we provide you with the information about our responsibilities under generally accepted auditing standards and, if applicable, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we provide you with the following information related to our audit.

### Our Responsibility under U.S. Generally Accepted Auditing Standards (GAAS) and *Government Auditing Standards*

As stated in our engagement letter dated May 4, 2023, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal control of YECA. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of YECA's compliance with certain provisions of laws, regulations, contracts and grants. However, the objective of our tests was not to provide an opinion on compliance with such provisions.

### Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involves judgment about the number of transactions to be examined and the areas to be tested.

Our audit included obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further auditing procedures. Material misstatements may result from (1) errors, (2) fraudulent financial report, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We have communicated internal control related matters that are required to be communicated under professional standards in a separate letter. We performed the audit according to the planned scope previously communicated to you in our engagement letter dated May 4, 2023.



### Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by YECA are described in Note A to the financial statements. YECA implemented GASB Statement No. 96, Subscription-Based Information Technology Arrangements, resulting in the recognition of a subscription asset and liability during the year. The application of existing policies was not changed during the year. We noted no transaction entered into by YECA during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Accounting estimates are used in determining the depreciable lives used for capital assets, the discount rates used to discount lease and subscription liabilities, and the net pension and OPEB liability. The net pension liability was determined through an actuarial valuation performed by CalPERS, which is performed annually. The net OPEB liability is based on an actuarial valuation, which is based on assumptions including future employment, retirement rates and future costs of health care and health insurance. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements were:

Net Pension Liability: Information on YECA's pension plan, including YECA's share of the net pension liability, is shown in Note 7. YECA's share of the net pension liability at June 30, 2022, the most recent measurement date, was \$4,646,659 which is reflected as a liability in YECA's financial statements as of June 30, 2023. The net pension liability increased by \$3,224,024 due to an investment loss incurred on the CalPERS plan assets, a reduction in the discount rate used to 6.9% and adoption of a new experience study by CalPERS as of the June 30, 2022 valuation.

Net Other Postemployment Benefits (OPEB) Liability: Information on YECA's other net OPEB liability is included in Note 9. YECA's net OPEB liability at June 30, 2022, the most recent measurement date, was \$2,805,021 which is reflected as a liability in YECA's financial statements as of June 30, 2023. The liability continues to increase because YECA is not pre-funding the Plan, only paying premiums for current retirees.

The financial statement disclosures are neutral, consistent, and clear.

### Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We noted no significant adjustment to YECA's financial statements during our audit.

The attached schedule summarizes an unadjusted audit difference in the financial statements. Management has determined the effect of the unadjusted audit difference is immaterial to the financial statements as a whole.

To the Board of Directors

Page 3

### Disagreements With Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 26, 2024.

### Management Consultations With Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to YECA's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### Other Matters

We applied certain limited procedures to the schedule of the proportionate share of the net pension liability, schedule of contributions to the pension plan and other postemployment benefits schedule of funding progress, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the budgetary comparison schedules by budgetary authority, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of YECA and is not intended to be and should not be used by anyone other than these specified parties.

*Richardson & Company, LLP*

February 26, 2023

YOLO EMERGENCY COMMUNICATIONS AGENCY  
SUMMARY OF UNADJUSTED AUDIT DIFFERENCES  
YEAR ENDED JUNE 30, 2023

Description	Financial Statement Effect - Amount of Overstatement (Understatement) of:					
	Total Assets	Total Deferred Outflows of Resources	Total Liabilities	Total Deferred Inflows of Resources	Total Net Position	Total Change in Fund Balance
To adjust deferred outflows for pension contributions made after the plan measurement date to the accrual basis.		\$ (17,690)			\$ (17,690)	\$ (17,690)
Difference between deferred inflows and lease receivable for T-Mobile lease at July 1, 2022 recognized in 2023.						49,643
Net Unadjusted Audit Differences - This Year		(17,690)			(17,690)	31,953
Financial Statement Caption Totals-Governmental Activities	\$ 7,178,008	\$ 3,876,794	\$ 8,893,118	\$ 1,960,972	\$ 200,712	\$ (205,885)
Net Audit Differences as % of F/S Captions	<b>0.00%</b>		<b>0.00%</b>		<b>(8.81%)</b>	<b>(15.52%)</b>



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## MANAGEMENT LETTER

To the Board of Directors and Management  
Yolo Emergency Communications Agency  
Woodland, California

In planning and performing our audit of the financial statements of the Yolo Emergency Communications Agency (YECA) for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered YECA's internal control over financial reporting (internal control) as a basis for determining our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of YECA's internal control. Accordingly, we do not express an opinion on the effectiveness of YECA's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The following matters have been included in this letter for your consideration:

ADP Payroll Register: We were not able to tie the ADP payroll register directly to expenses as part of our audit procedures. We were able alternatively agree the cash disbursement to the general ledger. We recommend that the Agency work with ADP to provide a journal entry that will agree expenses to those listed on the payroll register.

Capital Asset Detail List: YECA should consider adding lease assets and subscription assets to the capital asset detail list so the total cost and accumulated depreciation is available on the list for comparison to the capital asset footnote and capital assets disclosed in the statement of net position.

Availability Period: YECA may want to revisit the availability period used to recognize receivables. Although 365 days is used by some governments, it is supposed to be consistent with the period after year-end YECA pays expenditures related to the prior fiscal year-end.

\* \* \* \* \*

We would like to take this opportunity to acknowledge the courtesy and assistance extended to us during the course of the audit. This report is intended solely for the information and use of the Board, management, and others within the organization and is not intended to be and should not be used by anyone other than these specific parties.

*Richardson & Company, LLP*

February 26, 2023

## STAFF REPORT

**Agenda Item:** 8. a

**Date:** March 6, 2024

**To:** YECA Governing Board

**From:** Dena Humphrey, Executive Director

**Subject:** YECA Proposed Draft Budget for FY24/25 – \*Information Only

**Summary:**

This year's proposed budget for FY24/25 captures the operational costs for current staffing of 46 FTE's. The FY24/25 Proposed Budget is inclusive of all bargaining costs for the represented and non-represented.

**Agency Overall:**

The total proposed draft budget for FY24/25 is \$7,994,223. The use of surplus funds \$350k, and revenue from the UCD Fire contract \$168k, Arbuckle Fire \$46k, Homeland Security Grant & State reimbursements \$61k, T-Mobile lease agreement \$37k, and \$47k in bank interest and IRS Subsidies brought a total reduction of \$718k, to the member allocations. Revenue offsets for member allocations decreased \$59k or 8%.

The total gross budget increase from previous fiscal year was \$235,362 or a 3% increase. The allocation increase to members increased by \$293,802, due to reduced revenue from other sources. Majority of the cost increase came from salaries and benefits \$316k, along with increases in utilities and software costs.

FY24/25 will be year 8 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. A comprehensive engineering and vendor review will be completed within the next 6-months addressing the radio infrastructure replacement. Next year the CIP will include radio replacement pricing updates along with an extended period of 5-years. As the agency continues to build another 10-year plan.

**Cost Changes for FY24/25:**

Salaries & benefits for 46 FTE's increased by \$316k or 5.6%. The cost increase is inclusive of bargaining and reflects overall increases from i.e., CalPERS, Merits, COLA's, Medical, and OPEB. Total regular salaries increased \$117k, or 3% from previous year's budget. CalPERS costs increased \$91k, or 14% from previous year's budgeted amount, while CalPERS Medical increased \$97k, or 12%, remaining increases came from Worker's Compensation.

Supplies & Services major object resulted in an increase of \$61k, or 4.9%. A major contributor to this increase was the continual increase in electrical rates and software renewals fees.

# Fiscal Year Comparison

Current year budget FY23/24 comparison to FY24/25 proposed budget:

Major Objects	FY23/24	Proposed FY24/25	Change	Percent
Total Salaries & Benefits	\$ 5,634,621	\$ 5,951,390	\$ 316,769	5.6%
Total Service & Supplies	\$ 1,246,890	\$ 1,308,169	\$ 61,279	4.9%
Total Other Charges	\$ 345,447	\$ 336,664	\$ (8,783)	-2.5%
Capital Equipment & Reserve	\$ 531,903	\$ 398,000	\$ (133,903)	-25.0%
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 7,758,861</b>	<b>\$ 7,994,223</b>	<b>\$ 235,362</b>	<b>3.0%</b>

Total Member Contribution	\$ 6,631,757	\$ 6,926,009	\$ 294,252	4.4%
Total Capital Lease Payments	\$ 342,947	\$ 334,164	\$ (8,783)	-2.5%
Total Other	\$ 784,157	\$ 734,050	\$ (50,107)	-6.3%
<b>TOTAL REVENUE</b>	<b>\$ 7,758,861</b>	<b>\$ 7,994,223</b>	<b>\$ 235,362</b>	<b>3.0%</b>

**FY23/24 Current Year – Reserve Balance Summary:**

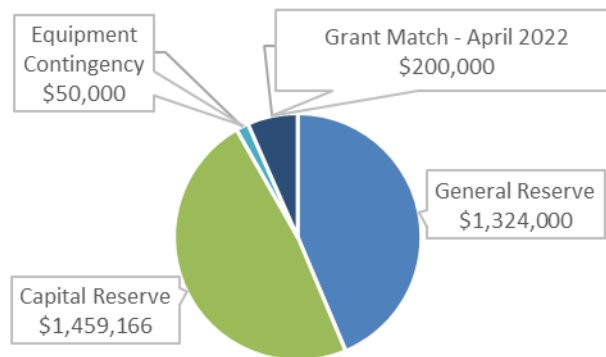
The General Reserve established Nov 2015 for emergency needs has a current balance \$1.32M, representing 19% of the current FY24 operating budget (goal set by the JPA Board 20%). The Board approved funds from the General Reserve Aug 2023 for the Dispatch remodel \$162k, plus a 20% retention for a total \$194k. As of date, no funds have been transferred out of the General Reserve.

The Capital/Special Projects Reserve is expected to have an FY23/24 yearend balance of \$1.45M.

The Equipment Contingency is a small contingency fund primarily set up for radio equipment failures, resulting in no change with the current balance of \$50k.

The Board approved setting aside \$200k, back in April 2022 for a potential grant match opportunity.

## FY23/24 Current Reserve Balances



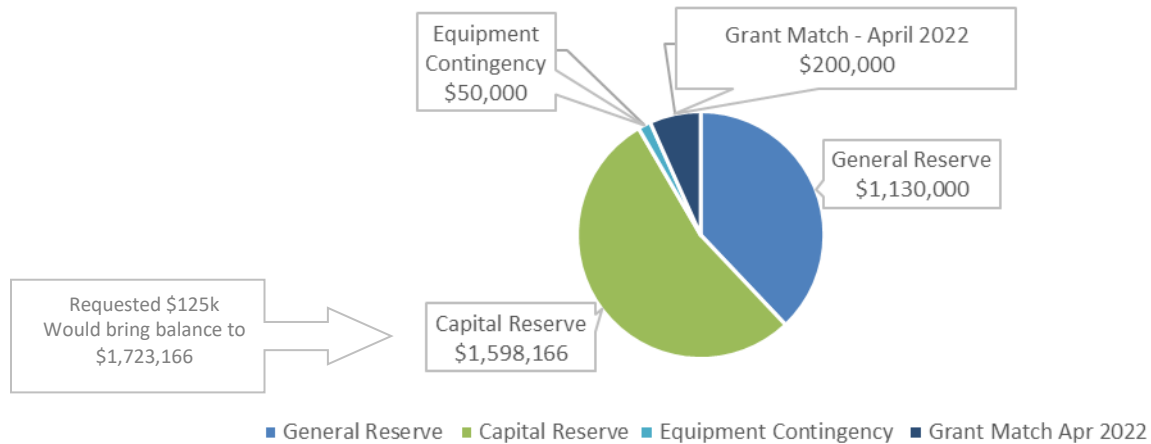
■ General Reserve  
 ■ Capital Reserve  
 ■ Equipment Contingency  
 ■ Grant Match Apr 2022

**FY24/25 Proposed – Reserve Balances Summary:**

General Reserve: the proposed recommendation is to keep the \$1.324M minus \$194k, for the Dispatch remodel leaving an approximate balance \$1.13M for FY24/25. This would reflect 16% of the FY24/25 operating budget in reserves reaching 78% of the Board’s goal.

Capital/Special Projects Reserve: the proposed budget includes a contribution of \$139k into the fund for FY25, bringing the balance to \$1.59M. A request to add an additional \$125k from FY23 surplus funds would bring the balance to \$1.72M to allow for any price variances with the radio replacement project.

**Proposed FY24/25 Reserve Balances**



**Use of Fund Balance**

The agency realized a \$500k fund balance, a result of vacancies and carryovers from prior years, as noted in the FY22/23 Financial Audit. As a result, the agency proposes the following use of funds:

Description	Year	Amount	Fund	Division
1. Offset Member Shares for FY24 Budget	FY25	\$ 350,000	#10	#30
2. Increase Capital Reserve	FY25	\$ 125,000	#20	
3. Temporary Help – IT Technician	FY25	\$ 25,000	#10	
<b>Total</b>		<b>\$ 500,000</b>		

1. To offset member shares for FY24/25, the use of \$350k from fund balance was built into the FY24/25 proposed draft budget.
2. The agency will be finalizing the radio replacement project over the next 6 months. This increase would provide additional funds for a complex project replacement.
3. This year a request to fund \$25k, for an extra-help position to assist the IT Division is presented.



# Proposed Draft FY24/25 Member Agency Allocations

The agency allocations shown on the table below reflects operations & maintenance on a side-by-side comparison with the CIP allocation.

For the FY24/25 proposed draft budget encompassing member formula allocation, after-hour records were eliminated for both the Cities of Woodland & Winters for their three-year rolling averages.

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

Agency Totals	Current Year's Allocations	New Proposed	Amount Change	Percent
	FY 23/24	FY 24/25	Increase/ (Decrease)	
<b>Winters - O&amp;M/Capital</b>	\$276,676	\$287,400	\$10,724	
<b>Winters - Debt Service</b>	<u>\$21,808</u>	<u>\$21,777</u>	<u>(\$31)</u>	
<b>Total</b>	<b>\$298,484</b>	<b>\$309,177</b>	<b>\$10,693</b>	<b>3.64%</b>
<b>Woodland - O&amp;M/ Capital</b>	\$2,386,204	\$2,436,031	\$49,827	
<b>Woodland - Debt Service</b>	<u>\$96,239</u>	<u>\$96,105</u>	<u>(\$134)</u>	
<b>Total</b>	<b>\$2,482,443</b>	<b>\$2,532,136</b>	<b>\$49,693</b>	<b>2.00%</b>
<b>West Sac - O&amp;M/Capital</b>	\$2,234,648	\$2,284,144	\$49,496	
<b>West Sac - Debt Service</b>	<u>\$54,995</u>	<u>\$54,919</u>	<u>(\$76)</u>	
<b>Total</b>	<b>\$2,289,643</b>	<b>\$2,339,063</b>	<b>\$49,420</b>	<b>2.16%</b>
<b>Yolo County - O&amp;M/Capital</b>	\$1,663,375	\$1,844,638	\$181,263	
<b>Yolo County - Debt Service</b>	<u>\$142,643</u>	<u>\$142,446</u>	<u>(\$197)</u>	
<b>Total</b>	<b>\$1,806,018</b>	<b>\$1,987,084</b>	<b>\$181,066</b>	<b>10.0%</b>
<b>Yocha Dehe - O&amp;M/Capital</b>	\$70,854	\$73,796	\$2,942	
<b>Yocha Dehe - Debt Service</b>	<u>\$8,545</u>	<u>\$8,533</u>	<u>(\$12)</u>	
<b>Total</b>	<b>\$79,399</b>	<b>\$82,329</b>	<b>\$2,930</b>	<b>3.69%</b>

## 5-Year Projections (FY24/25 – FY28/29)

CalPERS	5-Year Projected Future Employer Contribution Rates				
	2024-25	2025-26	2026-27	2027-28	2028-29
<b>Employer Normal Cost%:</b>	12.52%	12.5%	12.5%	12.5%	12.5%
<b>Employer Normal Cost</b>	\$ 345,401	\$ 357,490	\$ 370,002	\$ 382,952	\$ 402,100
<b>UALS</b>	\$ 392,751	\$ 432,000	\$ 469,000	\$ 498,000	\$ 573,000
<b>Total CalPERS Cost</b>	<b>\$ 738,152</b>	<b>\$ 789,490</b>	<b>\$ 839,002</b>	<b>\$ 880,952</b>	<b>\$ 975,100</b>
<b>Amount Change</b>	-	\$ 51,338	\$ 49,512	\$ 41,950	\$ 94,148
<b>Percent Change</b>	-	7.0%	6.3%	5.0%	10.7%

OPEB	5-Year Projected Annual Benefit				
	2024-25	2025-26	2026-27	2027-28	2028-29
<b>Annual Projected Cost</b>	\$ 90,000	\$ 93,024	\$ 102,096	\$ 110,496	\$ 113,520
<b>Amount Change</b>	-	\$ 3,024	\$ 9,072	\$ 4,200	\$ 3,024
<b>Percent Change</b>	-	3.4%	10%	4.1%	2.7%

5-Year YECA Member Annual Projection					
Members	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29
Winters	\$ 309,177	\$ 321,544	\$ 334,406	\$ 347,782	\$ 361,693
Woodland	\$ 2,532,136	\$ 2,633,421	\$ 2,738,758	\$ 2,848,309	\$ 2,962,241
W. Sac	\$ 2,339,063	\$ 2,432,626	\$ 2,529,931	\$ 2,631,128	\$ 2,736,373
Yolo	\$ 1,987,084	\$ 2,066,567	\$ 2,149,230	\$ 2,235,199	\$ 2,324,607
Yocha Deha	\$ 82,329	\$ 85,622	\$ 89,047	\$ 92,609	\$ 96,313
<b>Total</b>	<b>\$ 7,249,789</b>	<b>\$ 7,539,781</b>	<b>\$ 7,841,372</b>	<b>\$ 8,155,027</b>	<b>\$ 8,481,228</b>
<b>Amount Change</b>	-	\$ 289,992	\$ 301,591	\$ 313,655	\$ 326,201
<b>Percent Change</b>	-	4.0%	4.0%	4.0%	4.0%

In summary, the proposed FY24/25 Budget reflects an average 4% increase per member and is inclusive of the debt service for an added buffer to this projection.

## STAFF REPORT

### Agenda Item: 8.b

**Date:** March 6, 2024  
**To:** YECA Governing Board  
**From:** Dena Humphrey, Executive Director  
**Subject:** Proposed FY24/25 Capital Investment Plan (CIP)

### Summary:

The proposed CIP costs for FY24/25 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 account balance for FY23/24 yearend projection to be \$1.4M.

The Board approved 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 10-year plan is estimated \$3.7M comprising of multiple equipment replacements throughout the years, primarily focusing on the replacement for the radio system in years FY25 and FY26.

The FY24/25 proposed expenditures for equipment is approximately \$259k. The approved grants expected to fund partial of FY24/25 equipment expenditures is 12% or \$30k, leaving the balance to be paid by the annual member CIP contribution.

### Current FY23/24 CIP Items – Status

#### **Dispatch Furniture Consoles: (Slated for Completion June 2024)**

The current furniture in the communications center was purchased 20 years ago and is scheduled for replacement this year.

#### **R740 Servers (2): (Slated for Completion May 2024)**

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.

**SAN (Disaster Recovery): (Slated for Completion May 2024)**

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.

**TSM 8000 Server – Microwave: (Slated for Completion May 2024)**

This server is the logging point for all radio system alarms from all equipment throughout the system. It is also the primary access point for programming and configuration of radio infrastructure.

**Portable Radio’s: (Slated for Completion June 2024)**

This is to replace YECA’s existing cache of portable back-up radios in the event of a console radio going down to communicate to the field or during an evacuation of the center.

**Radio Site HVAC: (Slated for Completion June 2024)**

Each radio site is equipped with two HVAC units each to control shelter room temperature. Bald Mountain will be the first site of six to be replaced.

**Proposed FY24/25 CIP Items:**

**Radio Site HVAC:**

Each radio site is equipped with two HVAC units each to control shelter room temperature. The Knights Landing will be the second site of six to be replaced.

**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. These servers have reached end of life.

**YECA Roof:**

Yolo County General Services hired a firm to assess the condition of all county buildings and provide budgetary estimates. YECA’s roof was identified for replacement during this assessment, as the original roof is 35+ years old.

Summary of costs for Proposed FY24/25 CIP Items:

Project	Cost	Status
Radio Site HVAC	\$ 30,000	<i>Slated for FY25</i>
9-1-1 Voice Logger	\$ 29,000	<i>Slated for FY25</i>
YECA Roof Replacement	\$ 200,000	<i>Slated for FY25</i>
<b>TOTAL</b>	<b>\$ 259,000</b>	

**FY24/25 CIP  
Current & 3-Year Projection**

Green = Approved Grant Funding  
Yellow = Potential Grant Funding  
Grey = Agency Funded

Project	FY 23-24	FY 24-25	FY 25-26	FY 26-27
<b>Furniture</b>				
Dispatch Consoles	\$260,000			
<b>Server Room</b>				
R740 Servers	\$52,000			
Offsite SAN (Disaster Recovery)				
UPS				
Core Switches (6)			\$66,000	
Internet Firewalls				
Interagency Firewalls				
911 Voice Logger (Server only) I		\$29,000		
911 Voice Logger (Server only) II	\$4,500			
SAN	\$90,000			
R730 Servers (2)				
<b>Radio/911 Equipment Room</b>				
Radio/Microwave Multiplexor				\$380,000
Batteries for Radio Power Plant				
Dispatch 911 Phones (CPE)			\$370,000	
TSM 8000 Server - Microwave	\$19,000			
Zetron Toning System				
Radios	\$32,000		\$235,000	
Microwave Radios				\$135,000
Channel Banks				\$135,000
GPS Clocks				\$20,000
Comparators				\$205,000
<b>Radio Sites</b>				
Batteries for Radio Power Plant				
Generator for Bald				
Radios			\$590,000	
Microwave Radios				\$550,000
Channel Banks				\$100,000
GPS Clocks				\$130,000
HVAC	\$30,000	\$30,000		\$60,000
<b>Building</b>				
YECA Roof		\$200,000		
<b>Totals</b>	\$487,500	\$259,000	\$1,261,000	\$1,715,000
<b>Total per Funding Source (Grants)</b>	\$223,000	\$30,000	\$556,000	\$90,000
Surplus Transfer (YECA Roof)				
<b>Member Agencies</b>	\$264,500	\$229,000	\$705,000	\$1,625,000
<b>Annual Sinking Fund</b>	\$368,000	\$368,000	\$368,000	\$368,000
<b>Annual Balance</b>	\$103,500	\$139,000	-\$337,000	-\$1,257,000
<b>Running Balance</b>	\$1,459,166	\$1,598,166	\$1,261,166	\$4,166

**8.d Proposed FY24/25 Position Table**

**Authorized Position Resolution**

*as of  
02/27/2024*

<i>Active Positions</i>			Current				Proposed	
			FTE Auth	FTE Funded	FTE Vacant	FTE Current	Proposed FTE Changes	FTE Auth & Funded
1	Executive Director	2015	1	1		1	1	
2	HR/Fiscal Administrator	2016	0	0		0	0	
3	Administrative Specialist II	2008	0	0		0	0	
4	Operations Manager	2008	0	0		0	0	
5	Dispatch Supervisor	1999	4	4		4	4	
6	911/Public Safety Dispatcher I/II	2015	26	26	2	24	26	
7	911/Public Safety Dispatcher III	2006	4	4		4	4	
8	Dispatch Assistant	2014	4	4	3	1	4	
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	
14	Accountant II	2021	0	0		0	1	
15	Deputy Director	2021	1	1		1	1	
16	Operations Supervisor	2021	1	1		1	1	
17	Sr. Administrative Specialist – Confidential	2022	1	1		1	1	
18	IT Helpdesk Technician	2023	0	0		0	0	
19.	Sr. Accounting Technician	2023	1	1		1	1	
<b>Totals</b>			46	46	5	41	46	

## STAFF REPORT

### Agenda Item: 8.e

**Date:** March 6, 2024  
**To:** YECA Governing Board  
**Thru:** Dena Humphrey, Executive Director  
**From:** Billy Keen, Information Technology Manager  
**Subject:** IT Staffing Summary – IT Helpdesk Technician (Extra-Help) Update

### Summary:

For the FY23/24 Budget, YECA's Board approved funding for an Extra-Help IT Helpdesk Technician. Following approval, staff opened a recruitment that brought in over 150 applications. Jade Thao was selected for this extra-help position and hired on August 9, 2023. Over the past seven months, she has closed 280 helpdesk tickets or 26.8% of the 1,045 total tickets received by the IT Division in that time. Jade's processing of tickets has provided an additional 514 hours to full-time staff members to focus on other projects and upgrades ensuring member agency support and success.

Projects completed by IT staff during this time period included:

- Installation of 4 CAD connections to member agency sponsored applications
  - o FlowMSP (Winters Fire)
  - o Fusus (West Sacramento PD)
  - o First Due (Woodland Fire)
  - o AXON Body Cameras (Winters PD)
- Implementation of new CAD texting and paging system through EverBridge (All Agencies)
- Network upgrade for remodel project
- Replacement of security cameras at 2 remote radio site locations
- Cyber Security training program for YECA staff
- Implementation of Live911 application (4 Law Agencies)
- 2 CAD upgrades
- 4 Firewall Replacements

Future projects include:

- New Mobile MDC version (4 Law Agencies)
- Tablet Command Implementation (17 Fire Agencies)
- Disaster Recovery equipment replacement
- Server Host Replacement Project
- Dispatch Remodel project
- CAD connection for Motorola Body Camera (Yolo County Sheriff)

Given the complexity of IT and its wide functionality of providing support for multiple agencies, having the support of an extra-help position has offered the ability to process requests quicker and provides greater focus on larger projects of great importance.