

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD
December 8, 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/89650240574>
Meeting ID: 896 5024 0574
Or
By Phone: (669) 900-6833
Meeting ID: 896 5024 0574

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

1. Call to Order (2:00 PM)

2. 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 November 18, 2021, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update

6. Old Business

- a. YECA Building Remodel
- b. Records Management System Update
- c. Robbins Fire District Update

7. Closed Session

Conference with Labor Negotiator (CG54957.6)

Agency Representative: Dena Humphrey, Executive Director

Gregory Ramirez, IEDA Labor Consultant

Employee Organization: Yolo Communications Dispatchers Association (YCDA)

8. Next Scheduled JPA Board Meeting Date TBD

9. Items for Future Meeting Agenda

10. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before December 3, 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/89650240574>, Meeting ID: 896 5024 0574 or by phone at (669) 900-6833 Meeting ID: 896 5024 0574.
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 Leah Goodwin at (530) 666-8911 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
November 18, 2021
11:00 A.M. Public Session
Minutes**

The YECA Governing Board met on Thursday November 18th, 2021 at the Woodland Police Department 1000 Lincoln Ave – Community Room, Woodland. Chair Derrek Kaff called the meeting to order at 11:14 a.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:

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

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

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

Entry No.2

Minute Order No. 2021-46

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

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

Entry No. 3

Announcements- None

Entry No. 4

Public Comment – None

Entry No. 5

Minute Order No. 2021-47

Approval of Consent Agenda - [Approved](#)

- a. Approval of the Minutes from the September 1, 2021, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 2021 3rd Quarter- Dispatch to Queue

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

Entry No. 6

Old Business

- a. YECA Building Remodel- Chair Kaff and board member Binns are reaching out to the city managers group, Chair Kaff advised to report back on this item at the next meeting and

- suggested a tour of YECA. Board member Lopez proposed inviting a member from the CAO's office to the next meeting. Kaff advised he will follow up on this item.
- b. Records Management System Update & Central Square Agreement Details- I.T. Manager Billy Keen presented findings. The recommendation from Central Square is option 3 to integrate CIM/TTMS systems. Consolidating SIM and the identity manager and maintaining one server will ultimately reduce costs and users will only need one password. YECA has already purchased the message switch for DOJ/CJIS. Billy is waiting on a breakdown of costs from Central Square to present costing options to user agencies.
 - c. Robbins Fire District Update- Dena presented current progress with the agency still aiming for a January 1st deadline. Starting on the 1st Robbins would be granted a period for testing with the final cutoff date anticipated to be between the 15th and 22nd of January. Dena will be sending out a formal letter to Robbins Fire District on behalf of YECA.

Entry No. 7

Closed Session- Out of Session: 11:36 a.m.

- a. Conference with Labor Negotiator (CG54957.6)
Agency Representative: Gregory Ramirez
Employee Organization: Yolo Communications Dispatchers Association (YCDA)
Back in session: 12:33p.m. – No reportable action

Entry No. 8

Next Scheduled JPA Board Meeting Date December 8th at 2pm

Entry No.9

Items for Future Agenda - None

**Entry No. 10 Meeting Adjourned at 12:35 p.m.
Minutes submitted by Tianna Dumas**

STAFF REPORT

Agenda Item: 5.b

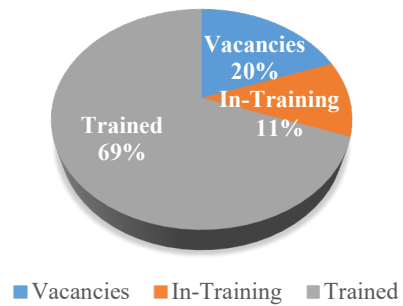
Date: December 8, 2021
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
From: Leah Goodwin, Deputy Director
Subject: November 2021 Operations Division Report
Recommendation: No action required; information only.
Summary: Operations staff is currently engaged in the following:

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	21	26	5
Dispatch Assistant	3	4	1
TOTAL	32	39	7

December 2021 Staffing



- a. Bailey Clemons has completed training on the WPD radio (3rd console) and is scheduled to begin training on the Fire console (4th and final console) in January, 2022.
 - b. Gabriel Hernandez is in training on the YSO/WNP radio (2nd console).
 - c. Nikole Patterson has completed training on the WSP radio (2nd radio) and has begun training on the WDP radio (3rd console) November 16, 2021.
2. Both trainees hired in the last recruitment have resigned before completing their call taking phase of training.
 3. Recruitment for the December 2021 academy yielded no successful applicants.
 4. Recruitment is open and three applicants have been moved forward to the background portion of the selection process for the February 2022 academy.
 5. Recruitment will open January 14, 2022 for a May 2022 academy.
 6. Promotions:
 - Melissa Viramontes, Dispatcher III (December)

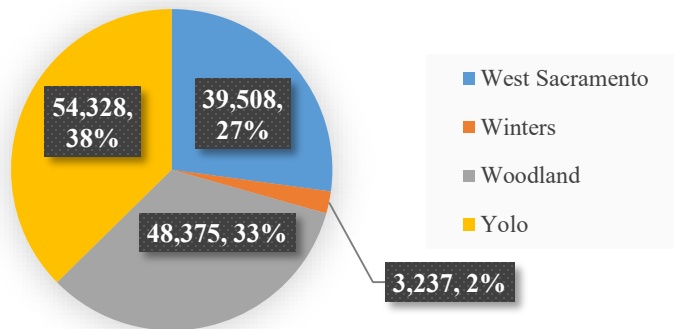
- Connie Kenton, Dispatcher III (December)

Statistical Information:

Monthly Phones:

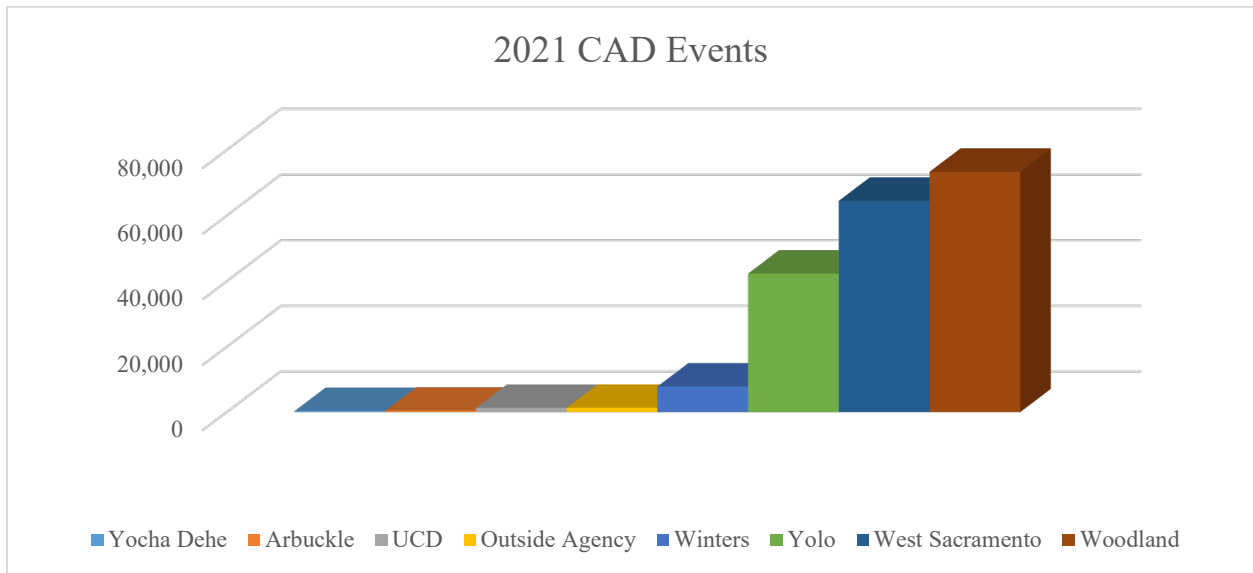
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD
9-1-1	4,766	4,019	4,594	5,149	5,561	5,635	5,751	5,329	5,256	4,219	4,755	55,034
7-Digit Emergency	960	768	835	872	1,105	1,121	1,052	988	1,024	837	867	10,429
AMR	124	118	159	146	152	153	168	150	135	89	117	1,511
West Sacramento	3,772	3,412	3,536	3,657	3,440	3,496	3,520	4,255	3,809	2,966	3,645	39,508
Winters	298	286	327	317	299	302	310	294	315	233	256	3,237
Woodland	4,397	4,222	4,423	4,502	4,433	4,963	5,007	4,337	4,561	3,453	4,077	48,375
Yolo	4,979	4,609	5,212	4,943	5,508	5,413	5,402	4,503	4,602	4,375	4,782	54,328
Outgoing	5,453	4,936	5,658	5,559	6,404	5,979	6,133	5,855	5,904	4,635	5,013	61,529
TOTAL	24,749	22,370	24,744	25,145	26,902	27,062	27,343	25,711	25,606	20,807	23,512	273,951

**2021 YTD
Incoming Non-Emergency
Lines**



Monthly CAD Events:

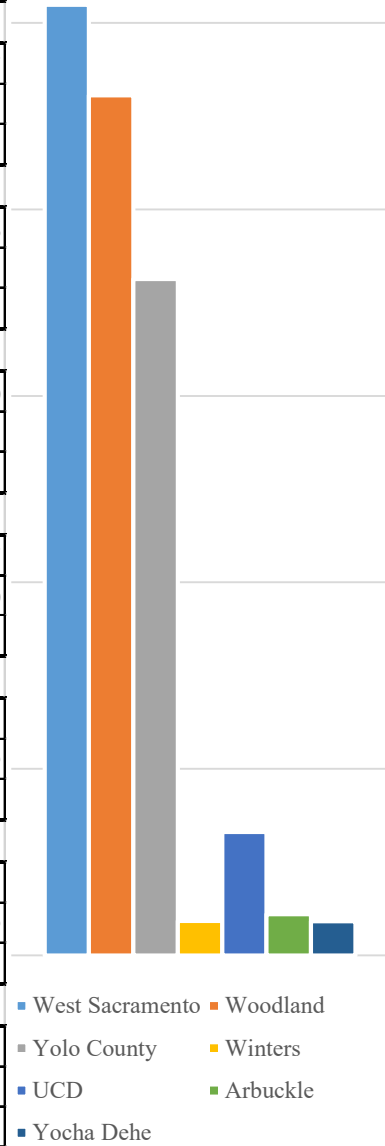
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD
West Sacramento												
TOTAL	5,671	5,799	5,272	5,688	5,994	5,826	6,132	6,314	5,881	6,310	5,633	64,520
Winters												
TOTAL	620	591	737	752	738	808	848	690	689	727	663	7,863
Woodland												
TOTAL	6,664	6,254	6,487	6,995	7,150	7,209	6,967	6,467	6,500	6,349	6,311	73,353
Yolo												
TOTAL	3,285	3,290	4,061	3,978	4,350	3,926	4,098	3,438	3,705	4,136	4,079	42,346
Yocha Dehe												
TOTAL	36	28	37	36	39	36	38	26	30	25	36	367
Arbuckle												
TOTAL	43	36	32	33	51	61	43	43	36	47	28	453
Outside Agency/non-geo validated												
TOTAL	153	133	189	97	135	128	116	104	105	100	89	1,349
UCD												
TOTAL	103	87	89	93	143	112	106	99	152	207	136	1,327
GRAND TOTAL	16,575	16,218	16,904	17,672	18,600	18,106	18,348	17,181	17,098	17,901	16,975	191,578



Fire CAD Events:

2021 Fire Events

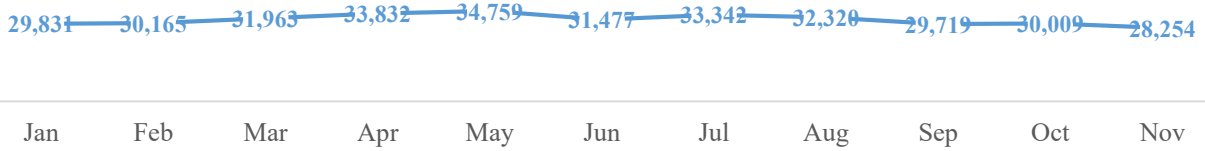
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD
West Sacramento												
Fire	412	282	383	349	513	405	428	413	393	505	325	4,408
Medical	521	423	495	517	591	511	561	589	562	497	517	5,784
TOTAL	933	705	878	866	1,104	916	989	1,002	955	1,002	842	10,192
Winters												
Fire	76	67	73	50	55	61	46	28	49	47	65	617
Medical	38	21	33	28	35	34	33	42	35	40	32	371
TOTAL	114	88	106	78	90	95	79	70	84	87	97	988
Woodland												
Fire	452	364	382	415	376	395	415	367	373	412	365	4,316
Medical	470	376	436	440	451	445	471	464	464	452	436	4,905
TOTAL	922	740	818	855	827	840	886	831	837	864	801	9,221
Yolo												
Fire	751	834	912	654	384	403	361	218	354	663	636	6,170
Medical	93	83	104	94	124	86	105	91	101	108	94	1,083
TOTAL	844	917	1,016	748	508	489	466	309	455	771	730	7,253
Yocha Dehe												
Fire	17	16	14	12	23	9	8	7	15	6	10	137
Medical	19	12	23	24	16	27	30	19	15	19	26	230
TOTAL	36	28	37	36	39	36	38	26	30	25	36	367
Arbuckle												
Fire	22	16	16	17	37	30	31	25	14	25	11	233
Medical	21	20	16	16	14	31	12	18	22	22	17	209
TOTAL	43	36	32	33	51	61	43	43	36	47	28	442
UCD												
Fire	77	65	72	73	117	92	87	77	86	115	84	945
Medical	23	22	17	20	26	20	19	22	66	92	52	379
TOTAL	100	87	89	93	143	112	106	99	152	207	136	1,324
ALL												
Fire	1,807	1,644	1,857	1,570	1,505	1,395	1,376	1,135	1,284	1,773	1,496	15,425
Medical	1,180	952	1,119	1,138	1,257	1,154	1,231	1,245	1,265	1,230	1,174	12,945
TOTAL	1,180	2,596	2,976	2,708	2,762	2,549	2,607	2,380	2,549	3,003	2,670	28,370



CLETS Inquiries/Returns:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD
Inquiries	29,831	30,165	31,963	33,832	34,759	31,477	33,342	32,320	29,719	30,009	28,254	345,671
Returns	48,211	48,751	51,657	54,677	56,175	50,871	53,885	52,234	48,030	48,499	45,662	558,653

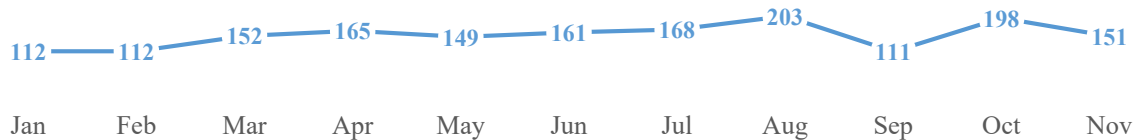
2021 YTD CLETS INQUIRIES



Confidential Records Requests (Audio & CAD Print out):

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD
112	112	152	165	149	161	168	203	111	198	151	1,682

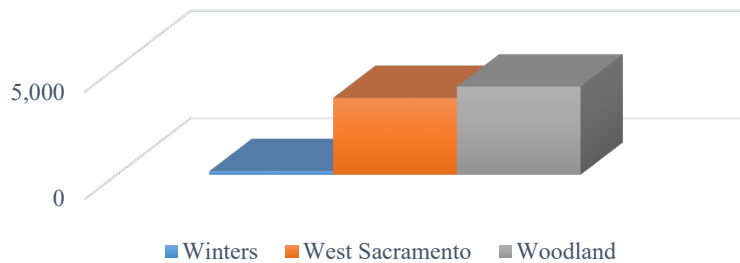
2021 RECORDING REQUESTS



After-Hours Records Entries:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD
West Sacramento	403	295	383	337	298	284	305	311	398	307	256	3576.6
Winters	19	8	21	17	17	16	12	9	15	25	8	167.16
Woodland	303	400	457	263	382	252	383	290	373	736	266	4105.2
TOTAL	725	703	861	617	697	552	700	610	786	1,068	530	7,849

2021 YTD Records Entries



Text to 9-1-1:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Total YTD
TOTAL	<u>16</u>	<u>29</u>	<u>32</u>	<u>28</u>	<u>16</u>	<u>27</u>	<u>30</u>	<u>39</u>	<u>19</u>	<u>52</u>	<u>16</u>	304

IROC (Fire Resource Ordering Entries):

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD
IROC		16	5	12	2	4	10	10	16	8	1	84

Projects:

1. Leadership Development Training
 - a. Operations Supervisor Hoyt preliminary introduction to tasks (transitions to off the floor responsibilities February 2022)
 - b. Dispatch Supervisor Brewer training and development
 - c. Dispatcher III training: Melissa Viramontes & Connie Kenton
2. EMD-QA – Ops Supervisor Hoyt continues to complete reviews during pandemic due to YEMSA unavailability
3. Policy Manual Revisions
4. Disaster Recovery Plan
 - a. Cases completed, initial phase of staff training completed
 - b. Cases being used in tactical call outs and training
5. Recruitment – in progress
6. Succession Planning
7. 2022 In-Service Training Plan
 - a. Pro-QA Refresher logistics in progress
 - b. Schedule created
8. CalOES GIS Pilot Project
9. Next Gen 9-1-1 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 in progress
10. CPE Replacement Planning (pending upgrade to Next Gen)
11. YCDA Negotiations
12. Applicant Tracking System

Agenda Item: 5.c

YECA BUDGET MANAGEMENT SUMMARY

2021 / 2022 As of 11/30/2021

	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%
	JUL-21	AUG-21	SEPT-21	OCT-21	NOV-21	DEC-21	JAN-22	FEB-22	MAR-22	APR-22	MAY-22	JUN-22
B/U 30 ADMINISTRATION												
Appropriations	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures				\$ 597,402	\$ 684,723							
Unencumbered	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 1,494,343	\$ 1,407,022	\$ 1,339,224	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745
Percent Expended	0%	0%	0%	29%	33%	0%	0%	0%	0%	0%	0%	0%
B/U 40 OPERATIONS - DISPATCH												
Appropriations	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures				\$ 1,064,427	\$ 1,413,957							
Unencumbered	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 3,300,186	\$ 2,950,656	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613
Percent Expended	0%	0%	0%	24%	32%	0%	0%	0%	0%	0%	0%	0%
B/U 50 INFORMATION TECHNOLOGY												
Appropriations	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures				\$ 427,130	\$ 424,720							
Unencumbered	\$ -	\$ 667,240	\$ 667,240	\$ 240,110	\$ 242,520	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240
Percent Expended	0%	0%	0%	64%	64%	0%	0%	0%	0%	0%	0%	0%
TOTAL Appropriations	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ -	\$ -	\$ -	\$ 2,088,960	\$ 2,523,401	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 5,034,638	\$ 4,600,197	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598
Percent Expended	0%	0%	0%	29%	35%	0%	0%	0%	0%	0%	0%	0%
TOTAL Estimated Revenue	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246
Realized Revenue				\$ 4,764,602	\$ 4,768,198							
Unrealized Revenue	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 2,071,644	\$ 2,068,048	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246
Percent Realized	0%	0%	0%	70%	70%	0%	0%	0%	0%	0%	0%	0%