

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD
February 2, 2022
2:00 P.M. Public Session**

Yolo Emergency Communications Agency, 35 N. Cottonwood St, 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: 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 Jan 5, 2022, Regular Meeting & Jan 10, 2022 Special Session Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 2021 4rd Quarter – Dispatch to Que

6. Old Business

- a. Robbins Fire District Update

7. FY20/21 External Audit Presentation by Richardson & Company, CPA's – Info Only

- a. FY20/21 Fiscal Audit Summary
- b. FY20/21 Audit Letters
- c. FY20/21 Fiscal Audit Financials - [Click Here to Open Attachment](#)

8. 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)

9. Next Scheduled JPA Board Meeting Date March 2, 2022

10. Items for Future Meeting Agenda

11. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before January 28, 2022 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, Meeting ID: <https://us02web.zoom.us/j/84256097223> 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 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
January 5, 2022
2:00 P.M. Public Session
Minutes**

The YECA Governing Board met on Wednesday January 5th, 2022 at the Woodland Police Department 1000 Lincoln Ave – Community Room, Woodland. Chair Derrek Kaff called the meeting to order at 2:02 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:

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

Entry No.2

Minute Order No. 2021-50

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

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

Entry No. 3

Announcements- Kim McKinney will be replacing Chair Derrek Kaff as a board member effective the February 1, 2022.

Entry No. 4

Public Comment – None – Mark Richter Robbins Fire Commissioner to present comments with Agenda Item 6.b

Entry No. 5

Minute Order No. 2021-51

Approval of Consent Agenda - [Approved](#)

- a. Approval of the Minutes from the December 8, 2021, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update

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

Entry No. 6

Old Business

- a. **Records Management System (RMS) Update- *Voted Item-** Member agencies voted in favor of moving forward with Option 1- Single Tenant Solution joining YECA’s CIM/TTMS applications which would be a net savings of \$69k with a \$23k savings per member agency.

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

- b. **Robbins Fire District Update- *Voted Item-** Public comment from Mark Richter the Commissioner for Robbins Fire Department. Commissioner Richter presented concerns over completing the transition to Sutter County Dispatch for Robbins Fire District due to the logistics issues. In his attempts to contact Sutter County Counsel they advised they have no legal obligation to dispatch Robbins Fire. The Commissioner informed they are currently in discussion with a retired firefighter for taking the role over to become an administrative chief which would hopefully start the ball rolling for bringing in volunteers. Commissioner Richter also advised that they currently have an ad out to recruit volunteer firefighters. Commissioner Richter voiced support for a formal letter as he agreed that action is needed to gain support from Sutter County. **Recommendation from the board to move forward with the 60-day notice to Sutter County & Robbins Fire District to cease Dispatch Services for Robbins Fire District.**

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

Entry No. 7

Closed Session- Out of Session: 2:24 p.m.

- a. Conference with Labor Negotiator (CG54957.6)

Agency Representative: Gregory Ramirez

Employee Organization: Yolo Communications Dispatchers Association (YCDA)

Back in session: 2:40 p.m. – No reportable action

Entry No. 8

YECA Chair & Co-Chair assignment- *Voted Item

- a. Election for Chair & Co-Chair Assignment for FY22

Chair: Binns Co-Chair: Miller

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

- b. Discussion for location of Board Meetings- ED Humphrey proposed holding meetings at YECA, the board agreed with this proposition. Board member Lopez advised that new county guidance stipulates meetings with 5 or more people to be held virtual for the time being.

Entry No. 10

Next Scheduled JPA Board Meeting Date February 2, 2022

Entry No.11

Items for Future Agenda – None

Entry No. 10

Meeting Adjourned at 2:56 p.m.

Minutes submitted by Tianna Dumas

**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)
GOVERNING BOARD
January 10, 2022
4:00 P.M. Special Session
Minutes**

The YECA Governing Board met on Monday January 10th, 2022 via Teleconference Zoom Meeting. Chair Derrek Kaff called the meeting to order at 4:03p.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:

By PC: Teleconference Zoom Meeting

<https://us02web.zoom.us/j/83696633486?pwd=em9xL3M1V3liYXR6d3lGUWpaNFZvdz09>

Meeting ID: 836 9663 3486

Passcode: 685355

(669) 900-6833

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

Entry No. 2

Public Comment – None

Entry No. 3

Closed Session- Out of Session: 4:09 p.m.

- a. Conference with Labor Negotiator (CG54957.6)

Agency Representative: Executive Director Dena Humphrey

Labor Consultant Gregory Ramirez

Employee Organization: Yolo Communications Dispatchers Association (YCDA)

Back in session: 4:33 p.m.

Entry No. 4

Closed Session Announcements- Reportable action: Board gave direction to staff

Entry No. 5 Meeting Adjourned at 4:33 p.m.

Minutes submitted by Tianna Dumas

STAFF REPORT

Agenda Item: 5.b

Date: February 5, 2022
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
From: Leah Goodwin, Deputy Director
Subject: December 2021 Operations Division Report
Recommendation: No action required; information only.
Summary: Operations staff is currently engaged in the following:

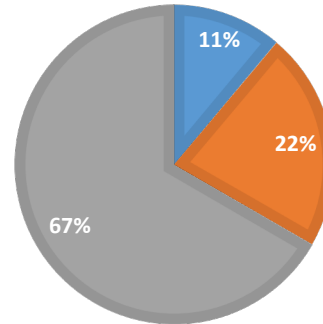
Staffing:

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	24	26	2
Dispatch Assistant	3	4	1
TOTAL	36	39	3

FEBRUARY 2022 STAFFING

■ Vacancies ■ In-Training ■ Trained



- a. Bailey Clemons has completed training on the WPD radio (3rd console) and has begun training on the Fire console (4th and final console).
- b. Gabriel Hernandez has completed training on the WPD radio (2nd console) and has begun training on the WSP radio (3rd console).
- c. Nikole Patterson has completed training on the WSP radio (2nd console) and has begun training on the WDP radio (3rd console).
- d. New staff: Benicia Lammon, Jodean Hernandez, Toni Hogan and Kristina Severon have completed the selection process and are scheduled to begin training in our in-house academy February

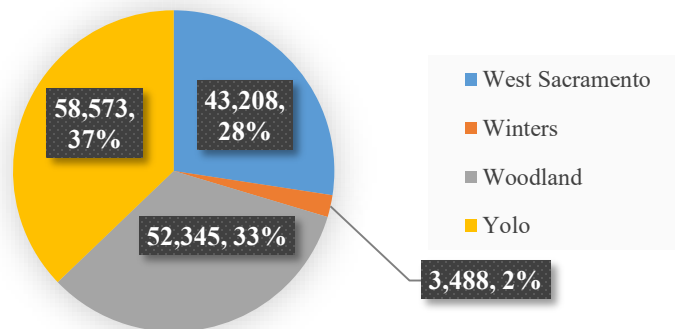
2. Recruitment for the May 2022 academy is in progress.

Statistical Information:

Monthly Phones:

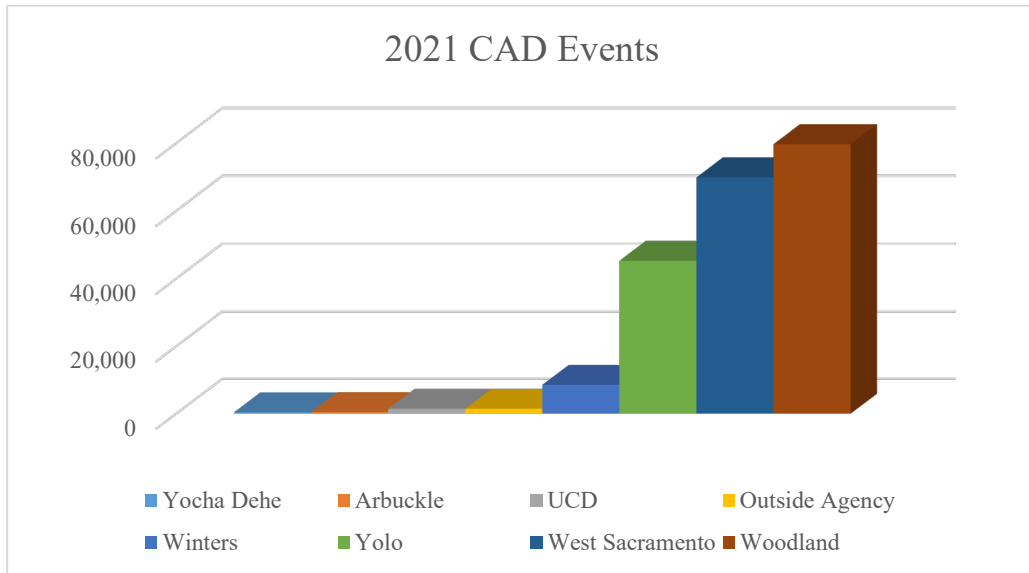
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
9-1-1	4,766	4,019	4,594	5,149	5,561	5,635	5,751	5,329	5,256	4,219	4,755	4,763	59,797
7-Digit Emergency	960	768	835	872	1,105	1,121	1,052	988	1,024	837	867	912	11,341
AMR	124	118	159	146	152	153	168	150	135	89	117	119	1,630
West Sacramento	3,772	3,412	3,536	3,657	3,440	3,496	3,520	4,255	3,809	2,966	3,645	3,700	43,208
Winters	298	286	327	317	299	302	310	294	315	233	256	251	3,488
Woodland	4,397	4,222	4,423	4,502	4,433	4,963	5,007	4,337	4,561	3,453	4,077	3,970	52,345
Yolo	4,979	4,609	5,212	4,943	5,508	5,413	5,402	4,503	4,602	4,375	4,782	4,245	58,573
Outgoing	5,453	4,936	5,658	5,559	6,404	5,979	6,133	5,855	5,904	4,635	5,013	5,175	66,704
TOTAL	24,749	22,370	24,744	25,145	26,902	27,062	27,343	25,711	25,606	20,807	23,512	23,135	297,086

**2021 YTD
Incoming Non-Emergency
Lines**



Monthly CAD Events:

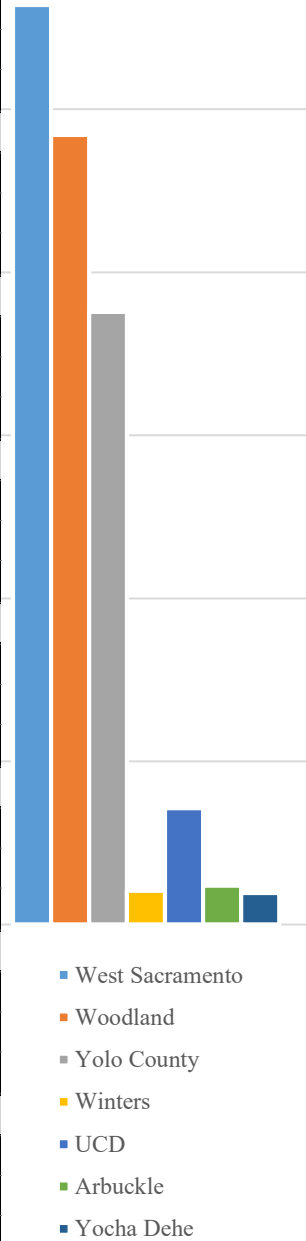
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
West Sacramento													
TOTAL	5,671	5,799	5,272	5,688	5,994	5,826	6,132	6,314	5,881	6,310	5,633	5,956	69,859
Winters													
TOTAL	620	591	737	752	738	808	848	690	689	727	663	674	8,537
Woodland													
TOTAL	6,664	6,254	6,487	6,995	7,150	7,209	6,967	6,467	6,500	6,349	6,311	6,303	79,656
Yolo													
TOTAL	3,285	3,290	4,061	3,978	4,350	3,926	4,098	3,438	3,705	4,136	3,652	3,322	45,241
Yocha Dehe													
TOTAL	36	28	37	36	39	36	38	26	30	25	36	28	387
Arbuckle													
TOTAL	43	36	32	33	51	61	43	43	36	47	28	23	464
Outside Agency/non-geo validated													
TOTAL	153	133	189	97	135	128	116	104	105	100	89	107	1,456
UCD													
TOTAL	103	87	89	93	143	112	106	99	152	207	136	104	1,431
GRAND TOTAL	16,575	16,218	16,904	17,672	18,600	18,106	18,348	17,181	17,098	17,901	16,548	16,517	207,031



Fire CAD Events:

2021 Fire Events

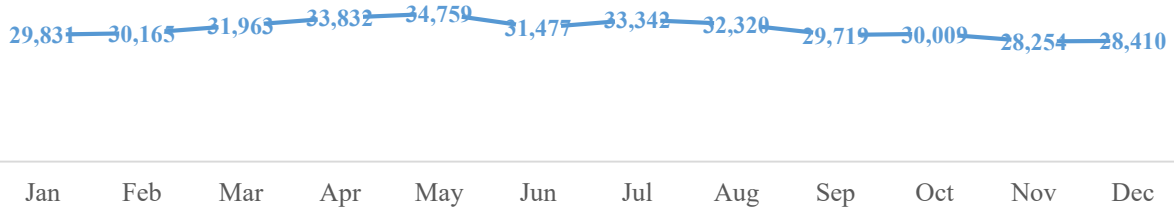
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
West Sacramento													
Fire	412	282	383	349	513	405	428	413	393	505	325	617	5,025
Medical	521	423	495	517	591	511	561	589	562	497	517	471	6,255
TOTAL	933	705	878	866	1,104	916	989	1,002	955	1,002	842	1,088	11,280
Winters													
Fire	76	67	73	50	55	61	46	28	49	47	65	62	617
Medical	38	21	33	28	35	34	33	42	35	40	32	42	413
TOTAL	114	88	106	78	90	95	79	70	84	87	97	104	1,030
Woodland													
Fire	452	364	382	415	376	395	415	367	373	412	365	397	4,316
Medical	470	376	436	440	451	445	471	464	464	452	436	463	5,368
TOTAL	922	740	818	855	827	840	886	831	837	864	801	860	9,684
Yolo													
Fire	751	834	912	654	384	403	361	218	354	663	636	176	6,346
Medical	93	83	104	94	124	86	105	91	101	108	94	85	1,168
TOTAL	844	917	1,016	748	508	489	466	309	455	771	730	261	7,514
Yocha Dehe													
Fire	17	16	14	12	23	9	8	7	15	6	10	8	137
Medical	19	12	23	24	16	27	30	19	15	19	26	20	250
TOTAL	36	28	37	36	39	36	38	26	30	25	36	28	387
Arbuckle													
Fire	22	16	16	17	37	30	31	25	14	25	11	12	256
Medical	21	20	16	16	14	31	12	18	22	22	17	11	220
TOTAL	43	36	32	33	51	61	43	43	36	47	28	23	476
UCD													
Fire	77	65	72	73	117	92	87	77	86	115	84	76	1,021
Medical	23	22	17	20	26	20	19	22	66	92	52	28	407
TOTAL	100	87	89	93	143	112	106	99	152	207	136	104	1,428
ALL													
Fire	1,807	1,644	1,857	1,570	1,505	1,395	1,376	1,135	1,284	1,773	1,496	1,348	17,718
Medical	1,180	952	1,119	1,138	1,257	1,154	1,231	1,245	1,265	1,230	1,174	1,120	14,065
TOTAL	1,180	2,596	2,976	2,708	2,762	2,549	2,607	2,380	2,549	3,003	2,670	2,468	31,783



CLETS Inquiries/Returns:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Inquiries	29,831	30,165	31,963	33,832	34,759	31,477	33,342	32,320	29,719	30,009	28,254	28,410	374,081
Returns	48,211	48,751	51,657	54,677	56,175	50,871	53,885	52,234	48,030	48,499	45,662	45,915	604,567

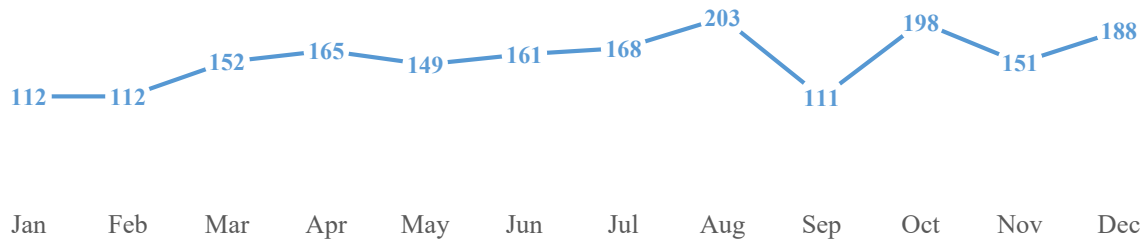
2021 YTD CLETS INQUIRIES



Confidential Records Requests (Audio & CAD Print out):

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
112	112	152	165	149	161	168	203	111	198	151	188	1,870

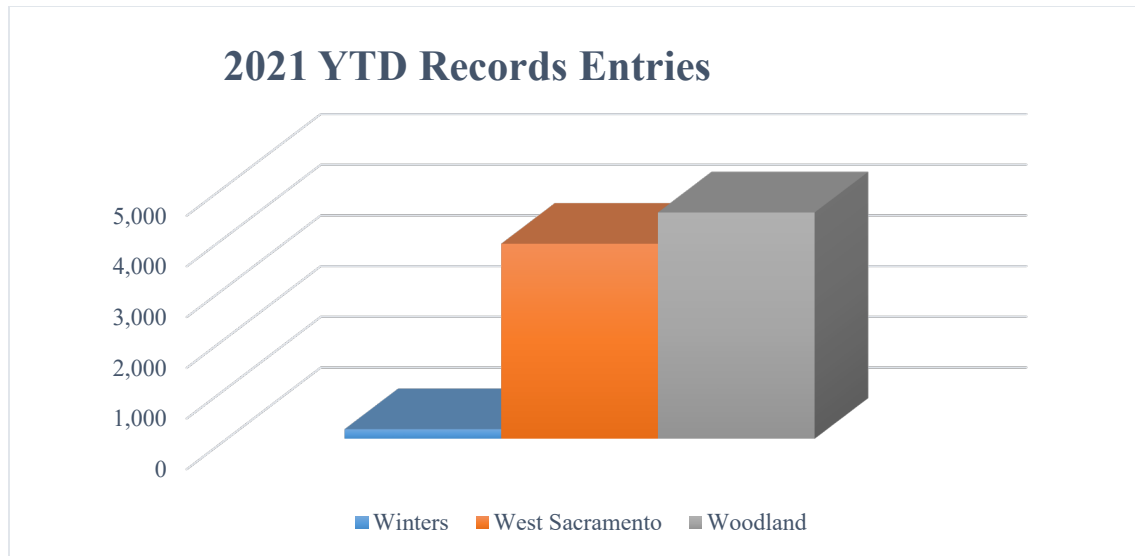
2021 RECORDING REQUESTS



After-Hours Records Entries:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
West Sacramento	403	295	383	337	298	284	305	311	398	307	256	268	3844.6
Winters	19	8	21	17	17	16	12	9	15	25	8	19	186.16
Woodland	303	400	457	263	382	252	383	290	373	736	266	356	4461.2
TOTAL	725	703	861	617	697	552	700	610	786	1,068	530	643	8,492

2021 YTD Records Entries



Text to 9-1-1:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	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>	<u>15</u>	319

IROC (Fire Resource Ordering Entries):

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
IROC	0	16	5	12	2	4	10	10	16	8	1	0	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
3. Policy Manual Revisions
4. Recruitment – in progress
5. Succession Planning
6. 2022 In-Service Training Plan
 - a. Pro-QA Refresher scheduled
 - b. IROC training scheduled
 - c. Pre-fire season training in progress
 - d. Communications Training Officer Update in progress
 - e. Everbridge Refresher
 - f. Monthly Leadership & Supervisory Training in progress
7. CalOES GIS Pilot Project
8. Next Gen 9-1-1 Equipment Installations
9. YCDA Negotiations
10. Applicant Tracking System
11. Employee Onboarding System

Agenda Item: 5.c

YECA BUDGET MANAGEMENT SUMMARY

2021 / 2022 As of 01/26/2022

	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	\$ 776,841	\$ 847,271	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 1,494,343	\$ 1,407,022	\$ 1,339,224	\$ 1,244,474	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745	\$ 2,091,745
Percent Expended	0%	0%	0%	29%	33%	37%	41%	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	\$ 1,809,054	\$ 2,094,145	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 3,300,186	\$ 2,950,656	\$ 2,555,559	\$ 2,270,468	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613	\$ 4,364,613
Percent Expended	0%	0%	0%	24%	32%	41%	48%	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	\$ 468,231	\$ 502,059	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ -	\$ 667,240	\$ 667,240	\$ 240,110	\$ 242,520	\$ 199,009	\$ 165,181	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240	\$ 667,240
Percent Expended	0%	0%	0%	64%	64%	70%	75%	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	\$ 3,054,127	\$ 3,443,475	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 5,034,638	\$ 4,600,197	\$ 4,069,471	\$ 3,680,123	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598	\$ 7,123,598
Percent Expended	0%	0%	0%	29%	35%	43%	48%	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	\$ 5,926,469	\$ 5,927,513	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Revenue	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 2,071,644	\$ 2,068,048	\$ 909,777	\$ 908,733	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246
Percent Realized	0%	0%	0%	70%	70%	87%	87%	0%	0%	0%	0%	0%



Quarter 4, 2021 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	85	202	95	8	96	290	82	170	89	670
2	121	1,642	101	86	117	1,749	103	491	116	3,968

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	105	173	52	8	68	257	62	168	77	606
2	219	1,297	88	86	171	1,572	109	479	178	3,434

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	500	29	0	-	430	33	177	2	454	64
2	279	293	0	-	334	177	326	12	300	482

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	1033	29	0	-	558	33	164	2	761	64
2	948	293	0	-	1006	177	978	12	970	482

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	238	202	52	8	124	290	63	170	142	670
2	349	1,642	88	86	255	1,749	130	491	275	3,968



Quarter 4, 2021 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	42	601	42	33	42	577	29	3	50	156	43	1,370
Code 3	56	1,632	63	159	55	1,960	40	82	57	1,022	56	4,855

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	22	601	18	33	21	577	14	3	25	156	22	1,370
Code 3	19	1,632	20	159	21	1,960	19	82	23	1,022	21	4,855

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	33	294	40	7	32	184	20	1	47	75	35	561
	Code 3	59	435	61	61	56	672	56	15	53	566	56	1,749
Medical Aid Call Types	Code 2	50	306	43	26	48	393	34	2	51	82	49	809
	Code 3	56	1,197	64	98	54	1,291	36	67	60	460	56	3,113

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	294	19	7	24	184	18	1	29	75	22	561
	Code 3	22	435	22	61	24	672	21	15	24	566	23	1,749
Medical Aid Call Types	Code 2	19	306	17	26	19	393	12	2	21	82	19	809
	Code 3	18	1,197	18	98	19	1,291	18	67	21	460	19	3,113

YOLO EMERGENCY COMMUNICATIONS AGENCY
SUMMARY OF FISCAL YEAR 2020/21 AUDIT RESULTS

February 2, 2022

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 and 2)

- Unmodified (clean) opinion

Highlights of financial statements

Statement of Net Position (page 3)

- Negative unrestricted net position of \$1.9 million due to pension and OPEB obligations

Statement of Activities (page 4)

- Expenses exceed revenue by \$594,000 (including depreciation of \$658,000, pension of \$321,000 and OPEB of \$227,000)

General Fund Balance Sheet (page 5)

- Fund balance assigned for various purposes of \$2.3 million

- Unassigned fund balance of \$630,000

General Fund Revenue/Expense (page 7)

- Net income (addition to reserves) of \$253,000

Pension Plan, Note 6 (pages 18 to 22) – liability increased \$428,000

OPEB Plan, Note 8 (pages 23 to 27)—liability increased \$135,000 due to no prefunding of plan and updated actuarial assumptions

Budget to Actual Comparison (page 36)

- Budgeted deficit of \$390,000, actual surplus of \$225,000

Reports on Internal Control and Compliance (page 41)

- Clean report

- No internal control weaknesses or compliance issues

Required Communications Letter

- Audit adjustments – 2 audit adjustments identified

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

Management letter

- One areas of improvement noted

- Establish procedures manual



550 Howe Avenue, Suite 210
Sacramento, California 95825

Telephone: (916) 564-8727
FAX: (916) 564-8728

MANAGEMENT LETTER

To the Board of Directors
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, 2021, 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. However, during our audit we became aware of the following matters that have been included in this letter for your consideration.

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 a 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 during our audit, 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 item warrants consideration:

Procedures Manual: Now that YECA has an in-house accounting system, we recommend that a procedure manual be developed that outlines the accounting procedures necessary to accumulate information for entry into the accounting system.

* * * * *

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

January 14, 2022



550 Howe Avenue, Suite 210
Sacramento, California 95825

Telephone: (916) 564-8727
FAX: (916) 564-8728

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, 2021 and have issued our report thereon dated January 14, 2022. 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 February 3, 2020, our responsibility, as described by professional standards, is to express an opinion 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 February 3, 2020.

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. No new accounting policies were adopted and 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 and methods used for capital assets and the valuation of the OPEB liability and net pension liability. The depreciable lives and methods used for capital assets affects the amount of depreciation expense that is recorded and are based on YECA's estimate of the useful lives of the assets. The net OPEB liability is based on an actuarial report, which is based on assumptions including future employment, retirement rates and future costs of health care and health insurance. The net pension liability was determined through an actuarial valuation performed by CalPERS, which is performed annually. 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:

Pension Liability: Information on YECA's pension plans, including YECA's share of the unfunded pension liability, is shown in Note 6. YECA's share of the unfunded pension liability at June 30, 2020, the most recent measurement date, was \$3,715,790 which is reflected as a liability in YECA's financial statements as of June 30, 2021.

Other Postemployment Benefits: Information on YECA's other postemployment benefits is included in Note 8. YECA's unfunded OPEB liability at June 30, 2020, the most recent measurement date, was \$3,251,316 which is reflected as a liability in YECA's financial statements as of June 30, 2021. 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 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. Two adjustments were noted as a result of our audit, related to reclassifications of Net Position and reclassifying the prepaid portion of an expenditure.

Disagreements With Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter 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 January 14, 2022.

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 other postemployment benefits schedule of funding progress, schedule of the proportionate share of the net pension liability, and schedule of contributions to the pension plan, 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.

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

January 14, 2022