

**AGENDA  
REGULAR MEETING  
YECA GOVERNING BOARD  
October 7, 2020  
2:00 P.M. Public Session**

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

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

Teleconference Options to join Zoom meeting:

By PC: <https://us02web.zoom.us/j/84256097223>

Meeting ID: 842 5609 7223

Or

By Phone: (669) 900-6833

Meeting ID: 842 5609 7223

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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. Recent Passing of AB1945 Reclassifies CA Dispatchers to First Responders
- b. Proclamation “Yolo911 Public Safety Telecommunications Week Oct 11<sup>th</sup> – 17<sup>th</sup>”

**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 August 5, 2020, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update

**6. Old Business – \*Info Only**

- a. General discussion on YECA Building

**7. General Discussion for Dispatch Appreciation Week Oct 11<sup>th</sup> – 17<sup>th</sup> – Info Only**

**8. Closed Session:**

- a. Conference with Labor Negotiator (CG54957.6)  
Agency Representative: Gregory Ramirez  
Employee Organization: Yolo Communications Dispatchers Association (YCDA)

**9. Next Scheduled JPA Board Meeting –TBD**

**10. Items for Future Agenda**

**11. Adjournment**

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before October 2, 2020 on the bulletin board outside of the Yolo County, Erwin Meier Administration Center, 625 Court St., Woodland, California and on the agency website:

<http://www.yolo911.org/board-meetings>



\_\_\_\_\_  
Dena Humphrey, Executive Director

**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/84256097223>, Meeting ID: 842 5609 7223 or by phone at (669) 900-6833.
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](mailto: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](mailto:dhumphrey@yolo911.org) noting in the subject line: For Public Comment. Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.

If you are a person with a disability and you need disability related accommodations to attend the meeting, please contact Corina Macias at (530) 666-8919 or (530) 666-8909 (fax). Requests for accommodations must be made at least two full business days before the start of the meeting.

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

Agenda Item: 5.a.

**August 5, 2020  
2:00 P.M. Public Session**

The YECA Governing Board met on Wednesday August 5, 2020 at the Woodland Police Department 1000 Lincoln Ave – Community Room, Woodland. Chair Derrek Kaff called the meeting to order at 2:17 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/82508885682>

Meeting ID: 825 0888 56825; By Phone: (669) 900-6833 Meeting ID: 825 0888 56825

**PRESENT: Primary Board Members:** Derrek Kaff, City of Woodland, Steve Binns, City of West Sacramento, Tom Lopez, Yolo County, Dena Humphrey, John Miller (Alternate) City of Winters, YECA Executive Director,

**ABSENT:** Rebecca Ramirez, Yocha Dehe Wintun Nation

**Entry No.2**

**Minute Order No. 2020-19**

**Approval of the Agenda - [The Agenda was approved as presented](#)**

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

**Entry No. 3**

**Announcements – City of Winters former Board member John Donlevy joined the board meeting via zoom to accept the plaque and to be recognized by Board members of their appreciation for his contribution and dedication of many years served on the JPA Board.**

**Entry No. 4**

**Public Comment – None**

**Entry No. 5**

**Minute Order No. 2020-20; Approval of Consent Agenda - [Approved](#)**

- a. Approval of the Minutes from the June 3, 2020, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. Quarter 2 Dispatch to Que Time Stats

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

**Entry No. 6**

**1. Minute Order No. 2020-17; COVID-19 Call Screening Time Stats from Call Entry to Dispatch Times – Info Only – Leah Goodwin Operations Manager presented.**

- a. Staff summary capturing additional time involved while screening for COVID-19  
- Prescreened all in person contact to verify impact on staff. Impact was minimal.

**Entry No. 8**

**Next Scheduled JPA Board Meeting – TBD – No meeting September 2020; Next meeting October 7, 2020**

**Entry No. 9 Items for Future Agenda - NONE**

**Entry No. 10 Meeting Adjourned at 2:35 p.m.  
Minutes submitted by Eloise Austin**

## STAFF REPORT

**Agenda Item:** 5.b.

**Date:** October 7, 2020  
**To:** YECA Governing Board  
**Thru:** Dena Humphrey, Executive Director  
**From:** Leah Goodwin, Operations Manager  
**Subject:** July & August 2020 Combined Operations Division Report  
**Recommendation:** No action required; information only.  
**Summary:** Operations staff is currently engaged in the following:

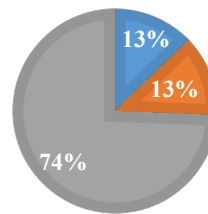
### Staffing:

1. Out of 39 funded operations positions:

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

### OCTOBER 2020 STAFFING

■ Vacancies ■ In-Training ■ Trained



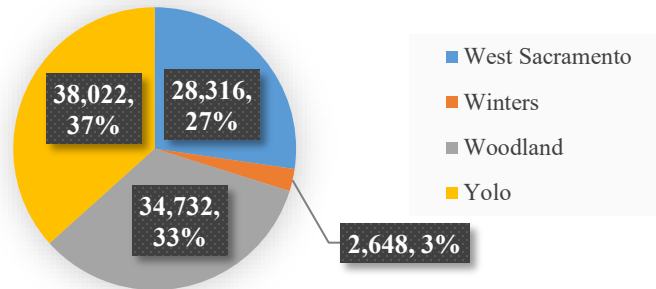
- a. Michelle Pineda has completed training on the WSP radio (2<sup>nd</sup> console).
  - b. Naiya Johnson has completed training on the WSP radio and has begun training on the YSO/WNP radio (3<sup>rd</sup> console).
  - c. Karina Zainasheff is in the Fire radio (1<sup>st</sup> console) phase of training.
  - d. Brittany Bray is in the call-taking phase of training.
  - e. Bailey Clemons is in the call-taking phase of training.
2. Lauren Katz resigned after completing training on one radio.
  3. Traci Fitzsimmons, Dispatcher II has postponed her planned retirement.
  4. Recruitment in progress for planned February 2021 Academy.
  5. Vanesa Hoyt has been promoted to Dispatch Supervisor.

**Statistical Information:**

Monthly Phone Statistics:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	YTD
9-1-1	3,923	4,320	4,432	4,536	4,843	5,473	5,215	5,285	38,027
7-Digit Emergency	784	876	789	741	923	1,139	1,095	1,036	7,383
AMR	108	96	96	67	80	80	76	90	693
West Sacramento	3,240	3,253	3,597	3,399	3,396	4,102	3,578	3,751	28,316
Winters	234	224	332	300	369	400	380	409	2,648
Woodland	3,850	3,928	4,215	4,162	4,536	4,790	4,765	4,486	34,732
Yolo	4,749	5,082	4,854	4,432	4,886	4,026	5,047	4,946	38,022
Outgoing	5,563	5,768	5,020	5,105	5,858	7,154	5,699	6,262	46,429
<b>TOTAL</b>	<b>22,451</b>	<b>23,547</b>	<b>23,335</b>	<b>22,742</b>	<b>24,891</b>	<b>27,164</b>	<b>25,855</b>	<b>26,265</b>	<b>196,250</b>

**2020 YTD  
Incoming Non-Emergency  
Lines**

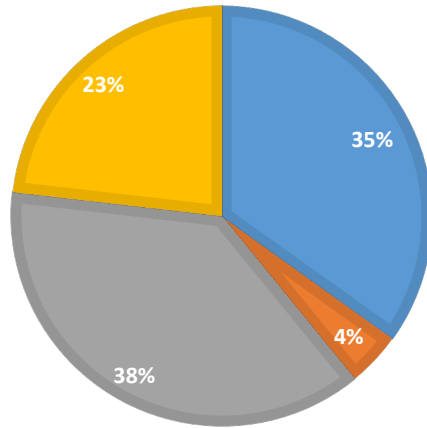


Monthly CAD Events:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	YTD
West Sacramento									
<b>TOTAL</b>	<b>5,618</b>	<b>5,582</b>	<b>5,362</b>	<b>5,201</b>	<b>5,173</b>	<b>5,719</b>	<b>6,003</b>	<b>5,999</b>	<b>44,657</b>
Winters									
<b>TOTAL</b>	<b>795</b>	<b>690</b>	<b>669</b>	<b>627</b>	<b>681</b>	<b>682</b>	<b>640</b>	<b>601</b>	<b>5,385</b>
Woodland									
<b>TOTAL</b>	<b>5,959</b>	<b>5,990</b>	<b>5,536</b>	<b>5,425</b>	<b>6,374</b>	<b>6,380</b>	<b>6,287</b>	<b>6,295</b>	<b>48,246</b>
Yolo									
<b>TOTAL</b>	<b>4,058</b>	<b>4,098</b>	<b>3,493</b>	<b>3,800</b>	<b>3,791</b>	<b>3,452</b>	<b>3,577</b>	<b>3,380</b>	<b>29,649</b>
Yocha Dehe									
<b>TOTAL</b>	<b>37</b>	<b>26</b>	<b>19</b>	<b>4</b>	<b>9</b>	<b>32</b>	<b>31</b>	<b>25</b>	<b>183</b>
Arbuckle									
<b>TOTAL</b>	<b>24</b>	<b>29</b>	<b>24</b>	<b>19</b>	<b>40</b>	<b>63</b>	<b>61</b>	<b>29</b>	<b>289</b>
Outside Agency/non-geo validated									
<b>TOTAL</b>	<b>76</b>	<b>62</b>	<b>52</b>	<b>60</b>	<b>73</b>	<b>59</b>	<b>82</b>	<b>89</b>	<b>553</b>
UCD									
<b>TOTAL</b>	<b>126</b>	<b>137</b>	<b>102</b>	<b>45</b>	<b>62</b>	<b>71</b>	<b>67</b>	<b>72</b>	<b>682</b>
<b>GRAND TOTAL</b>	<b>16,693</b>	<b>16,614</b>	<b>15,257</b>	<b>15,181</b>	<b>16,203</b>	<b>16,458</b>	<b>16,748</b>	<b>16,490</b>	<b>129,644</b>

2020 YTD CAD EVENTS

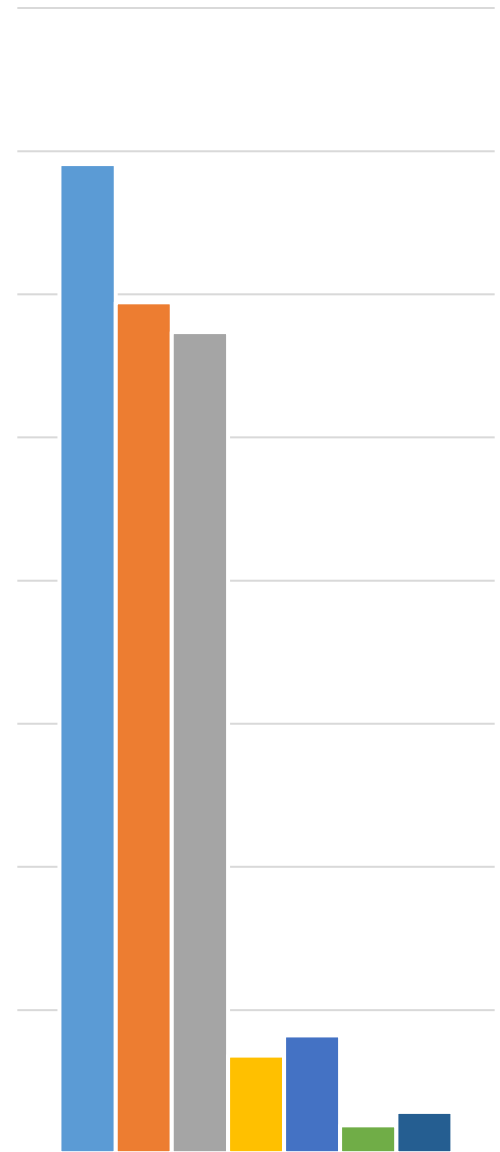
■ West Sacramento ■ Winters ■ Woodland ■ Yolo



Fire CAD Events:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	YTD
West Sacramento									
Fire	325	318	384	286	335	439	446	460	2,993
Medical	506	501	511	462	488	436	503	509	3,916
<b>TOTAL</b>	<b>831</b>	<b>819</b>	<b>895</b>	<b>748</b>	<b>823</b>	<b>875</b>	<b>949</b>	<b>969</b>	<b>6,909</b>
Winters									
Fire	72	85	82	60	64	60	50	69	542
Medical	33	36	31	28	33	35	39	46	281
<b>TOTAL</b>	<b>105</b>	<b>121</b>	<b>113</b>	<b>88</b>	<b>97</b>	<b>95</b>	<b>89</b>	<b>115</b>	<b>823</b>
Woodland									
Fire	378	355	347	305	346	388	399	397	2,915
Medical	410	401	375	305	384	372	388	393	3,028
<b>TOTAL</b>	<b>788</b>	<b>756</b>	<b>722</b>	<b>610</b>	<b>730</b>	<b>760</b>	<b>787</b>	<b>790</b>	<b>5,943</b>
Yolo									
Fire	614	880	882	771	622	481	542	311	5,103
Medical	79	82	70	83	69	74	77	99	633
<b>TOTAL</b>	<b>693</b>	<b>962</b>	<b>952</b>	<b>854</b>	<b>691</b>	<b>555</b>	<b>619</b>	<b>410</b>	<b>5,736</b>
Yocha Dehe									
Fire	11	12	9	4	5	10	15	11	77
Medical	26	26	10	0	4	22	16	14	118
<b>TOTAL</b>	<b>37</b>	<b>38</b>	<b>19</b>	<b>4</b>	<b>9</b>	<b>32</b>	<b>31</b>	<b>25</b>	<b>195</b>
Arbuckle									
Fire	14	18	13	11	25	22	40	19	162
Medical	10	11	11	8	15	41	21	10	127
<b>TOTAL</b>	<b>24</b>	<b>29</b>	<b>24</b>	<b>19</b>	<b>40</b>	<b>63</b>	<b>61</b>	<b>29</b>	<b>289</b>
UCD									
Fire	81	87	65	35	49	62	58	63	500
Medical	45	50	37	10	13	9	9	9	182
<b>TOTAL</b>	<b>126</b>	<b>137</b>	<b>102</b>	<b>45</b>	<b>62</b>	<b>71</b>	<b>67</b>	<b>72</b>	<b>682</b>
ALL									
Fire	1,495	1,755	1,782	1,472	1,446	1,462	1,550	1,330	12,292
Medical	1,109	1,104	1,045	896	1,006	989	1,053	1,080	8,282
<b>TOTAL</b>	<b>2,604</b>	<b>2,859</b>	<b>2,827</b>	<b>2,368</b>	<b>2,452</b>	<b>2,451</b>	<b>2,603</b>	<b>2,410</b>	<b>20,574</b>

## 2020 Fire Events



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



CLETS Inquiries/Returns:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	YTD
Inquiries	36,531	38,102	29,557	29,405	34,033	28,326	40,321	33,384	<b>269,659</b>
Returns	59,039	61,578	47,768	47,523	55,002	45,779	65,164	53,953	<b>435,807</b>

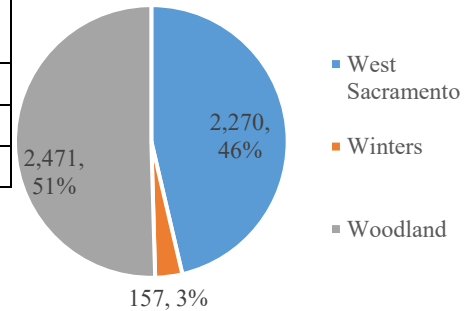
Confidential Records Requests (Audio & CAD Print out):

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	YTD
143	112	145	73	103	117	94	134	<b>921</b>

After-Hours Records Entries:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	YTD
West Sacramento	336	343	281	167	270	225	267	381	2270
Winters	16	23	34	11	18	21	24	10	157
Woodland	424	401	364	170	212	234	267	399	2471
<b>TOTAL</b>	<b>776</b>	<b>767</b>	<b>679</b>	<b>348</b>	<b>500</b>	<b>480</b>	<b>558</b>	<b>790</b>	<b>4,898</b>

2020 YTD Records Entries



Text to 9-1-1:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total YTD
<b>TOTAL</b>	<u>25</u>	<u>9</u>	<u>22</u>	<u>16</u>	<u>15</u>	<u>30</u>	<u>28</u>	<u>19</u>	<b>164</b>

IROC Orders/Entries:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	YTD
IROC	0	1	0	0	0	9	8	28	<b>46</b>

**Projects:**

1. Employee Appreciation Week : October 11- October 17, 2020
2. Supervisor promotion: Vanesa Hoyt promoted – in training
3. EMD-QA
4. Policy Manual Revisions
5. Disaster Recovery Plan
6. Recruitment – in progress
7. Succession Planning
8. 2021 In-Service Training Plan
9. 2021 Schedule & Vacation Bids
10. CalOES GIS Pilot Project
11. Dispatcher III Promotion

Agenda Item: 5.C

**YECA BUDGET MANAGEMENT SUMMARY**

2020 / 2021 As of 9/30/20

	8% JUL-20	17% AUG-20	25% SEPT-20	33% OCT-20	42% NOV-20	50% DEC-20	58% JAN-21	67% FEB-21	75% MAR-21	83% APR-21	92% MAY-21	100% JUN-21
<b>360 3601-8350 ADMINISTRATION</b>												
Appropriations	\$ 1,896,278	\$ 1,896,278	\$ 1,896,278	\$ 1,896,278	\$ 1,896,278	\$ 1,896,278	\$ 1,896,278	\$ 1,896,278	\$ 1,896,278	\$ 1,896,278	\$ 1,896,278	\$ 1,896,278
Expenditures	\$ 96,692	\$ 159,362	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	5%	8%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>360 3602-8351 OPERATIONS - DISPATCH</b>												
Appropriations	\$ 4,278,668	\$ 4,278,668	\$ 4,278,668	\$ 4,278,668	\$ 4,278,668	\$ 4,278,668	\$ 4,278,668	\$ 4,278,668	\$ 4,278,668	\$ 4,278,668	\$ 4,278,668	\$ 4,278,668
Expenditures	\$ 361,308	\$ 598,771	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	8%	14%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>360 3601-8356 INFORMATION TECHNOLOGY</b>												
Appropriations	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300	\$ 661,300
Expenditures	\$ 53,708	\$ 136,056	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	8%	21%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL for all budget units - B/U 30- Administration; 40- Operations Dispatch; 50-Information Technology</b>												
Appropriations	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246
Expenditures	\$ 511,708	\$ 894,189	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 6,324,538	\$ 5,942,057	\$ 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
Percent Expended	7%	13%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Estimated Revenue	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246	\$ 6,836,246
Realized Revenue	\$ 300,000	\$ 2,677,946	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Revenue	\$ 6,536,246	\$ 4,158,300	\$ 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
Percent Realized	4%	39%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%