

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD**

**Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland, CA 95695
December 2, 2015
2:00 P.M. Public Session**

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

1. Call to Order (2:00 PM)

2. 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.

3. Announcements

- a. Police Chief Gutierrez Resolution of Appreciation for Serving as Chair & Board Member
- b. City Manager John Donlevy will act as interim Board Member for the City of Winters

4. Approval of the Agenda

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 4, 2015, Regular Meeting Pg. - 1
- b. Operations Division Report Pg. - 3
- c. Current Year Budget Status Update Pg. - 5

6. Pulse Point Presentation – Informational only

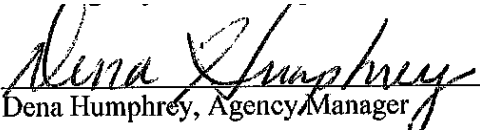
- a. Yolo Emergency Medical Services Agency (YEMSA) Kristin Weivoda & West Sacramento Battalion Chief Becky Ramirez will co-present the Pulse Point presentation. Pulse Point is a free cell phone application that notifies users of cardiac arrests in public areas.

7. Next Scheduled JPA Board Meeting February 3, 2016

8. Items for Future Agenda

9. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before November 27, 2015 on the bulletin board outside of the Yolo County Board of Supervisors Chambers, Erwin Meier Administration Center, 625 Court St., Woodland, California and on the agency website: <http://www.yeca911.org/BoardCalendar2015.html>


Dena Humphrey, Agency Manager

**The meeting room is wheelchair accessible and disabled parking is available. If you are a person with a disability and you need disability related accommodations to attend the meeting, please contact Marci Criste 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. **

Agenda Item: 5.a

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

November 4, 2015

MINUTES

The YECA Governing Board met on Wednesday, November 4, 2015 at the Yolo Emergency Communications Agency, Woodland CA. Vice Chair Tom McDonald called the meeting to order at 2:05 p.m.

PRESENT: Primary Board Members: Sergio Gutierrez, City of Winters, Dan Bellini, City of Woodland, Tom McDonald, City of West Sacramento, Gary Fredericksen, Yocha Dehe Wintun Nation, and Dena Humphrey, Executive Director.

ABSENT: Tom Lopez, Yolo County

Entry No. 2

Public Comment

None

Entry No. 3

Announcements

Executive Director Dena Humphrey announced that Teri Lynn Caughie retired October 25, 2015 after serving 27 years as a 911/Public Safety Dispatcher with YECA.

Executive Director Dena Humphrey also announced that the new Vesta 911 phone equipment that was installed today was successful and the transition to the new phone system went smoothly.

Entry No. 4

Minute Order No. 2015-18: Approval of Agenda

The Agenda was approved as presented.

MOTION: Bellini SECOND: Fredericksen AYES: Bellini, Gutierrez, Fredericksen, McDonald.

Entry No. 5

Minute Order No. 2015-19: Approval of Consent Agenda

Agenda Item 5. b was pulled from the Consent Agenda. After some discussion regarding the frequency of the EMD report the item was approved as presented.

MOTION: Fredricksen SECOND: Gutierrez AYES: Gutierrez, Bellini, Fredericksen, McDonald.

Entry No. 6

FirstNet Background

I.T. Manager Mike Bowler provided the Board a brief history on the First Responder Network Authority (FirstNet). While the network is still largely in the “concept” phase, it claims that it will have the ability to offer public safety agencies secure, high speed broadband access that will not be subject to network congestion. An RFP for construction will be issued in December 2015 or January 2016. FirstNet timeline projections have the network construction beginning in 2018 with a completion goal of 2022.

Information only, no action taken.

Entry No. 7

Agenda Item 7.a

Minute Order No. 2015-20: Approval of General Reserve Policy

Executive Director Dena Humphrey brought back to the Board a proposed General Reserve Policy. Currently YECA does not have a financial policy in place that sets a general reserve amount or gives direction towards funding future capital projects. After review and discussion of the proposed policy by the Board, a motion was made to accept the policy as presented.

MOTION: Bellini SECOND: Fredericksen AYES: Gutierrez, Bellini, Fredericksen, McDonald.

Agenda Item 7.b

Minute Order No. 2015-21: Approval of Transfer and Creation of General Reserve Funds

Upon the approval of the General Reserve Policy a motion was made to create the General Reserve Fund and transfer the \$760k (allocated to the contingency account 86-9900) into the General Reserve Fund.

MOTION: Bellini SECOND: Fredericksen AYES: Gutierrez, Bellini, Fredericksen, McDonald.

Entry No. 8

The next scheduled meeting will be December 2, 2015.

Entry No. 9

Items for Future Agenda

Request Yolo Emergency Medical Service Authority (YEMSA) to give a presentation to the Board on the Pulse Point Application.

Meeting was adjourned at 2:56 p.m.

Minutes submitted by: Marci Criste, Recording Secretary

STAFF REPORT

Agenda Item: 5.b

Date: November 18, 2015
To: YECA Governing Board
Thru: Dena Humphrey, Agency Manager
From: Karen Avara, Operations Manager
Scott Fletcher, Dispatch Supervisor
Subject: Operations Division Report

Recommendation: No action required; information only.

Summary: Operations staff is currently engaged in the following:

- Staffing:
To date, we have candidates in background and further interviews scheduled November 19th. We are continuing to accept applications until our vacant positions are filled.

Mayra has completed training on the Fire position and will be moving to the Woodland and West Sacramento PD channels.
- The Automatic Aid Fire Chief group has requested that Dispatch Supervisor Fletcher take over responsibility for updating and maintaining the response matrices for each department in the group. Scott has completed the update for WDL and has modified the format of the document to one that is more user friendly for updating. He will be working with WSF to update their matrices followed by Davis, UCD and YDF.
- 9-1-1 Phone System Upgrade:
As reported at the November meeting the new Vesta phone system installation is complete and we are in the acceptance testing phase.
- Internal Affairs: October-November 2015
 1. **Grievances:** None
 2. **Complaints:** None
 3. **Commendations:** None
- Monthly Gold Board Employee Recognition:
October 2015:
We had a lot of Great Job recognitions for October, Elaine is the lucky winner for October she was recognized for doing a great job when CAD suddenly crashed.

Other employees who were recognized in October include Kristen, Amy, Scott R, Brenda, Kim S, Mayra, Tammy Leggins, Kim M, Dave, Nadia, Tammy Lancaster, Laura, Chris Buck, Traci, Maria R, Mike, and Billy.

Statistical Information:

- Monthly Phone Statistics:

Month	9-1-1	Non-Emergency	Outgoing	Total
October	4,659	13,174	5,730	23,563

- Monthly CAD Events:

Included in “Other” category are AMR, Animal Control, All Public Works, County Maintenance, Social Services, Environmental Health, and Public Guardian.

Month	Law	Fire	Other
October	14,902	2,284	824

- Confidential Records Requests:

Month	# of Requests
October	153

Agenda Item: 5.c

YECA BUDGET MANAGEMENT SUMMARY

2015 / 2016 As of 10/29/15

November's Budget Summary is unavailable due to the County switching to a new financial system with an anticipated availability Jan 2016.

	8% JUL-15	17% AUG-15	25% SEPT-15	33% OCT-15	42% NOV-15	50% DEC-15	58% JAN-16	67% FEB-16	75% MAR-16	83% APR-16	92% MAY-16	100% JUN-16
360 360-1 ADMINISTRATION												
Appropriations	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019
Expenditures	\$ 36,855	\$ 130,248	\$ 140,010	\$ 652,842	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	85%	0%	0%	0%	0%	0%	0%	0%	0%
360 360-2 OPERATIONS - DISPATCH												
Appropriations	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824
Expenditures	\$ 235,299	\$ 464,253	\$ 601,682	\$ 1,327,421	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	6%	12%	15%	34%	0%	0%	0%	0%	0%	0%	0%	0%

TOTAL for all budget units - B/U 360-1 Administration; 360-2 Operations Dispatch;												
Appropriations	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843
Encumbrances	\$ 3,573	\$ 3,451	\$ 3,212	\$ 2,985	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 272,155	\$ 594,501	\$ 741,693	\$ 1,980,263	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 5,974,115	\$ 5,651,891	\$ 5,504,938	\$ 4,266,595	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843
Percent Expended	4%	10%	12%	32%	0%	0%	0%	0%	0%	0%	0%	0%
Estimated Revenue	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843
Realized Revenue	\$ 276	\$ 426	\$ 10,530	\$ 1,963,404	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	31%	0%	0%	0%	0%	0%	0%	0%	0%

360 360-3 RAD BofA Capital Lease RADIO PROJECT												
Appropriations	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Expenditures	\$ -	\$ -	\$ -	\$ 54,121	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 55,000	\$ 55,000	\$ 55,000	\$ 879	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Percent Expended	0%	0%	0%	98%	0%	0%	0%	0%	0%	0%	0%	0%
Estimated Revenue	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Realized Revenue	\$ -	\$ -	\$ -	\$ 54,121	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Revenue	\$ 55,000	\$ 55,000	\$ 55,000	\$ 879	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Percent Realized	0%	0%	0%	98%	0%	0%	0%	0%	0%	0%	0%	0%

360 360-3 FY14 HSG Grant (Cameras) HSG FY14												
Appropriations	\$ 18,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658
Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,721
Percent Expended	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%
Estimated Revenue	\$ 18,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658
Realized Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

360 360-3 FY15 HSG Grant (UPS /Radio 911-EQ) HSG FY15												
Appropriations	\$ 100,000	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658
Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,721
Percent Expended	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%
Estimated Revenue	\$ 100,000	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658
Realized Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%