

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD**

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

**September 7, 2016
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

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 August 3, 2016, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update

6. Old Business

- a. P25 Radio Updates

7. After Hours Records Entry Coverage

- a. Staff summary on Dispatch impacts for After Hours Records Coverage

8. Project Planning for YECA Building – Follow-up Discussion

- a. Proposal submitted for additional scope of work requested by the Board for Hazardous Building Assessment

9. YECA Member Agency Cost Formula – Follow-up Discussion

- a. Staff summary seeking next steps for Member Agency Cost Formula review

10. Next Scheduled JPA Board Meeting October 5, 2016

11. Items for Future Agenda

12. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before September 2, 2016 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/BoardCalendar2016.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. **

YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA) GOVERNING BOARD

August 3, 2016

MINUTES

The YECA Governing Board of met on Wednesday, August 3, 2016 at the Yolo Emergency Communications Agency, 35 N Cottonwood Street, Woodland. Chair Tom McDonald called the meeting to order at 2:03 p.m.

PRESENT: Primary Board Members: Tom McDonald, City of West Sacramento, Tom Lopez, Yolo County, Dan Bellini, City of Woodland, , John Donlevy, City of Winters, Gary Fredericksen, Yocha Dehe Wintun Nation, Dena Humphrey, YECA Executive Director.

Entry No.2

Public Comment

None

Entry No. 3

Announcements

Executive Director Dena Humphrey introduced the new Fiscal/HR Administrator Corina Macias to the Board.

Entry No. 4

Minute Order No. 2016-14; Approval of Agenda

The Agenda approved as presented.

MOTION: Donlevy SECOND: Lopez AYES: McDonald, Bellini, Fredericksen, Lopez, Donlevy

Entry No. 5

Minute Order No. 2016-15; Approval of Consent Agenda

The Consent Agenda approved as presented.

MOTION: Lopez SECOND: Bellini AYES: McDonald, Fredericksen, Donlevy, Bellini, Lopez,

Entry No. 6

Minute Order No. 2016-16; Project Planning for YECA Building – Information Only

Executive Director Dena Humphrey introduced Architect Nick Docous from Lionakas to provide initial assessment status of Building & structural architectural Baseline.

- orientation walk thru of the site for Baseline
- Addressed Safety concerns for Dispatchers & Staff
- Budget Model will be done on the Initial phase

Boards recommended to expand assessment to include Hazard materials

Entry No. 7

Minute Order No. 2016-17; P25 Planning for W. Sacramento and Impacts to Member Agencies – Information Only

Charles Keasler presented a brief update on the P25 project for W. Sacramento

Entry No. 8

Next Scheduled JPA Board Meeting September 7, 2016

Entry No. 9

Items for Future Agenda

- P25 follow-up
- Cost Allocation –Budget
- Discuss Standard hours for each agency for records

Meeting was Adjourned 2:52pm

Minutes submitted by: Eloise Austin, Recording Secretary

STAFF REPORT

Agenda Item: 5.b

Date: September 7, 2016
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
From: Leah Goodwin, Operations Manager
Subject: July Operations Division Report

Recommendation: No action required; information only.

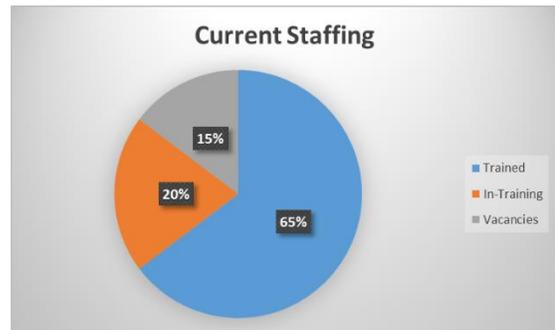
Summary: Operations staff is currently engaged in the following:

Retirement:

1. Kim Lindsay retired on August 30, 2016 after 31 years of service to YECA.

Staffing:

2. We are currently testing and interviews are scheduled for October 5th and 12th.
3. Our two newest staff members, Danny Barrera & Katie Gonzalez have completed our in-house academy and have begun the 1st phase of their training.
4. Out of 36 funded dispatcher positions:
 - 22 are cross-trained (65%)
 - 7 are in training (20%)
 - 5 current vacancies (15%)
 - a. Vanesa Hoyt has been promoted to Dispatcher III (effective 2/1/2017),
 - b. Laura Swink has been promoted to Dispatcher II.
 - c. Chris Buck has been promoted to Dispatcher II.
 - d. Mayra Bermun-Perez is training on the YSO/WNP console with an anticipated release date in September.
 - e. Elaine Maher has been released to work independently on the YSO/WNP console (first radio).
 - f. Jennifer Koch has been released to work independently on the WDP console (first radio).
 - g. Melissa Romero is currently training on Fire (first radio).

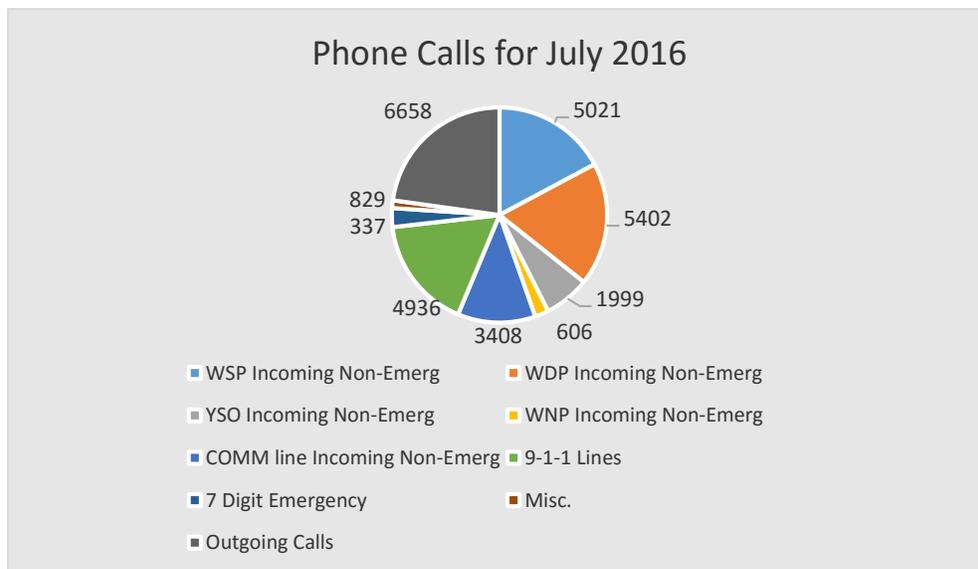


5. Next in-house scheduled to begin January 22, 2017.

Statistical Information:

- Monthly Phone Statistics:

Description	Totals for July 2016	Daily Average
WSP Incoming Non-Emerg	5,021	162.0
WDP Incoming Non-Emerg	5,402	174.3
YSO Incoming Non-Emerg	1,999	64.5
WNP Incoming Non-Emerg	606	19.5
COMM line Incoming Non-Emerg	3,408	109.9
9-1-1 Lines	4,936	159.2
7 Digit Emergency	829	26.7
Misc.	337	10.9
Outgoing Calls	6,658	214.8
Total Call Volume	29,196	941.8



- July CAD Events:

CAD Calls Entered for Service				
Fire	Medical	Law	Other	Total
1,379	985	14,594	272	17,230

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

- Confidential Records Requests:

Confidential Records Requests	
July	143

Daily Average 4.6 Recordings/Request Processed

- After-Hours Records Entries:

July 2016 After-Hours Records Entries				
Agency	WSP	WDP	WNP	Total
Records Entries	147	187	3	337

Daily Average 10.9 entries

- CLETS Inquires:

July 2016 CLETS Inquiries		
7/1/16-7/31/16	CAD1- CAD9	36,333

Projects:

1. Training Committee/Communication
Training Officer Program
2. Tactical Dispatcher Program
3. EMD-QA Implementation
4. MCI Review/Implementation
5. IOP Review
6. FY2016 Homeland Security Grant –
Back-up batteries for Bald &
Winters Sites
7. Records Entries Impact Report

Agenda Item: 5.c

YECA BUDGET MANAGEMENT SUMMARY

2016 / 2017 As of 8/24/16

	8% JUL-16	17% AUG-16	25% SEPT-16	33% OCT-16	42% NOV-16	50% DEC-16	58% JAN-17	67% FEB-17	75% MAR-17	83% APR-17	92% MAY-17	100% JUN-17
360 360-1 ADMINISTRATION												
Appropriations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 51,610	\$ 280,192	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
360 360-2 OPERATIONS - DISPATCH												
Appropriations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 116,299	\$ 394,693	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL for all budget units - B/U 360-1 Administration; 360-2 Operations Dispatch;												
Appropriations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 167,909	\$ 674,884	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ (167,909)	\$ (674,884)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Realized Revenue	\$ -	\$ 779,268	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

STAFF REPORT

Agenda Item: 7.a

Date: September 7, 2016

To: YECA Governing Board

Thru: Dena Humphrey, Executive Director

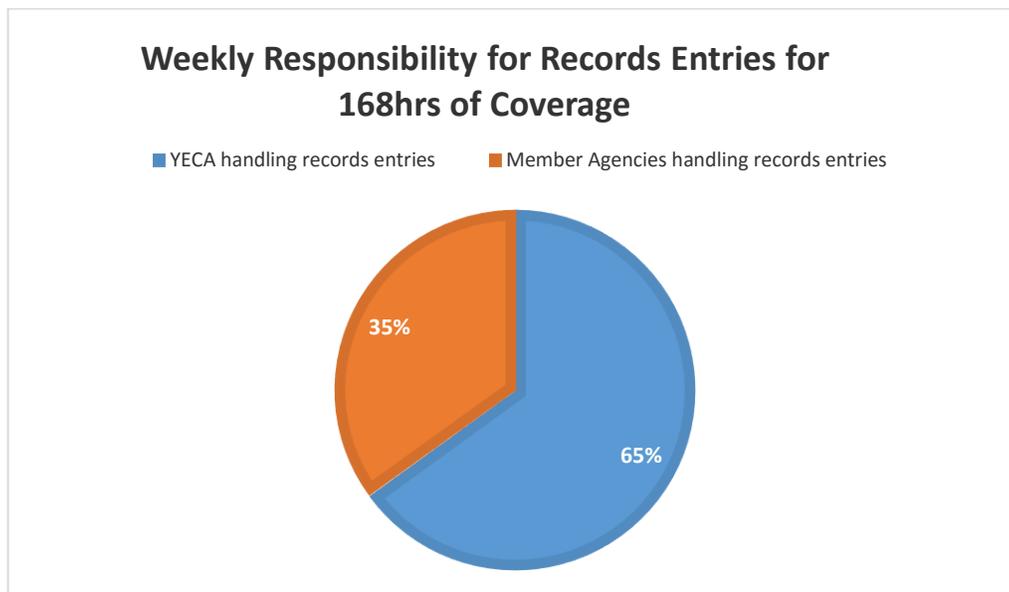
From: Leah Goodwin, Operations Manager

Subject: After Hours Records Entries

Recommendation: To Standardize After-Hours Record Entry Coverage

Summary:

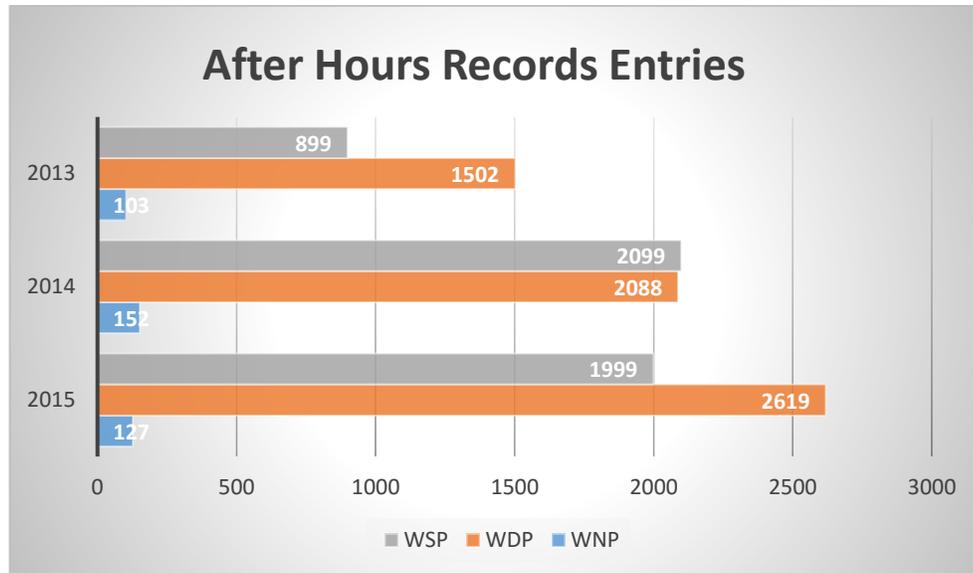
Back in 1994, the JPA Board proposed to implement a pilot project for YECA to handle after-hours records entries for a trial period of 6 months for the Woodland Police Department. YECA continued to absorb the coverage with no additional staffing. Then in 1996, YECA began handling after-hour record entries for West Sacramento and Winters. Over the years, periodic increases have continued to the coverage times with no additional staff. Currently, YECA is weekly covering 65% of the time sensitive after-hour record entries for three member agencies.



There are no agreements or standardize hours in place for after-hour records for the member agencies. At times, record coverage is given or transferred to Dispatch with little or no notice, causing operational concerns from competing priorities. On a daily basis YECA maintains record entry coverage for W. Sac (13 hours), Woodland (12 hours), and Winters (15 ½ hours), while also maintaining full coverage over the weekends on a 24hrs basis and all Holidays.

Issues:

Record Entries require a high level of concentration to ensure accurate data is entered during this critical function. Dispatch staff are often faced with competing tasks, most requiring immediate attention. A record entry can take anywhere from 5-30 minutes of uninterrupted time, not always an ideal situation for a Dispatcher to handle. Within the last 3 year's record entries continue to increase, as shown below:



Competing Priorities:

Each year call volume has continued to increase steadily by 10,000 calls per year, bringing the expected annual inbound/outbound calls to an estimated 350,000 phone calls, and over 200,000 calls for service. Many of these calls generate numerous other activities in support of the field unit's needs. Pulling July's monthly information, Dispatch handled:

July's Monthly Stat's:

- 16,436 Non-emergency phone calls (e.g., Police, Fire, City, County, After-Hours)
- 6,102 9-1-1 phone calls
- 6,658 Outbound calls (resources, after-hour call outs, field requests, RP's, etc.)
- 17,230 Dispatched Calls for Service
 - Law 14,594
 - Fire 1,379
 - Medical 985
 - Other 272
- 36,333 CLETS inquiries
- 337 After hour records Entries (consuming 28 to 169 hours of Dispatch Time)
- 143 Confidential Records Requests (e.g., requests primarily by DA 24hrs to 36hrs)

Staffing:

The monthly volume was performed out of the 36 funded Dispatcher positions.

- 65% Fully Trained
- 20% Trainee's
- 15% Vacancy

Recommendation:

YECA respectfully recommends to standardize the after-hour record entry coverage to maintain operational readiness. YECA would then only be responsible to cover Holidays and the already in-place hours below:

YECA's Proposed Record Entry Hours			
	West Sacramento	Woodland	Winters
M-F	1800-0700	1900-0700	1630-0800
S-S	24 hours	24 hours	24 hours

**Note: W. Sac's hours will be returning to 1800-0500 beginning Jan 2017.*



GROUP DELTA

Lionakis
1919 Nineteenth Street
Sacramento, CA 95811

DRAFT August 19, 2016

Attention: Jeff Nokkeo

**Subject: DRAFT Proposal for Hazardous Materials Building Survey Assessment
Yolo Communications Center
Woodland, California**

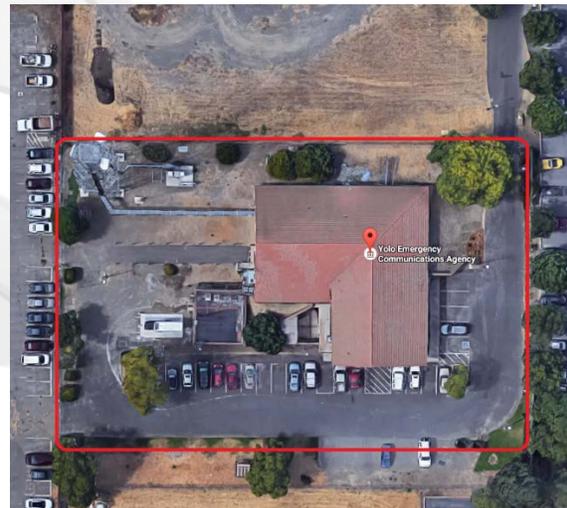
Dear Mr. Nokkeo:

As requested, GDC Group Delta Consultants (GDC) is pleased to present our proposal for consulting services in support of the Yolo 911 Communications Center site located in Woodland, CA (Site). GDC proposes to provide hazardous materials testing of building materials that may be impacted by renovations.

OUR UNDERSTANDING

Based on conversations, emails and information provided by Lionakis, we understand there is little or no existing hazardous materials data for the Yolo Communications Center and the Site requires a hazardous materials survey to determine presence of hazardous materials prior to planned renovations. Lionakis provided as-built drawing plans as well as photos of the exterior and interior of the building. Based upon this initial review, GDC has a basic understanding of the types of materials that may require sampling and analysis. Types of suspect materials GDC identified in the photos include:

- Roof Tiles
- Roof Felts
- Brick with grout
- Concrete
- Mortar
- Sheetrock with joint compound
- Various flooring materials and adhesives
- Ceiling tile
- Duct tape and/or associated compounds
- Ceiling materials
- Brick materials at fenced area
- Various mastics at north tower



SCOPE OF SERVICES

Task 1 Hazardous Materials Survey & Report

GDC will conduct a hazardous material survey of the communications building. GDC will collect samples from building materials that may contain asbestos. GDC will only perform limited lead testing of paint samples as the building was constructed in the early 80s and likely does not have lead based paint (LBP). Light ballasts containing polychlorinated biphenyls (PCBs) were banned before construction of this facility so a survey for PCBs is not required.

1.1 Asbestos - Survey Strategy & Methodology

The asbestos survey will be conducted in accordance with local, state, and federal regulations and requirements:

- The bulk sampling survey will include sampling of: suspect asbestos containing materials (ACM) not previously sampled; suspect ACM where the previous sampling effort lacked sufficient quantities of samples or sample locations to make a confident determination of the material's ACM status based on recognized survey protocols and/or; suspect ACMs where existing data or information is insufficient to make a determination as to asbestos content, location or extent based on our visual survey.
- GDC will perform a visual identification by assessing all accessible structural, architectural, finish and mechanical components/systems for the presence of suspect ACM. Based on provided information, we are proposing to collect up to **65** bulk samples for asbestos PLM analysis.
- Each suspect ACM identified during the initial walk through will then be bulk sampled in accordance with regulation sampling guidelines. Each sample will be assigned a unique sample number and documented as to material type, description, and sample location. Samples of suspect ACM will then be delivered to a National Voluntary Laboratory Accreditation Program (NVLAP) accredited laboratory with a chain of custody record.
- Each bulk suspect ACM sample will be analyzed by Polarized Light Microscopy (PLM) utilizing dispersion staining techniques in accordance with the Environmental Protection Agency's "Method for the Determination of Asbestos in Bulk Building Materials" U.S. EPA/600/R-93/116, dated July 1993 on a 3-5 day turn-around basis.

1.2 Lead - Survey Strategy & Methodology

It is unlikely LBP is present at the site due to the age of the buildings and the ban on LBP prior to construction of the buildings. However, limited testing will be conducted as a safety measure. GDC's LBP testing and analysis for this project

includes collection of up to five paint samples and submission to an accredited laboratory.

1.3 Hazardous Materials Reporting

As this survey is intended for confirmation testing and evaluation, GDC will prepare a report providing a summary of asbestos and lead sampling/test results, data tables for asbestos and lead results, and a listing of other identified hazardous materials. The summary will provide recommendations for removal and disposal of materials prior to demolition/construction activities and address materials that can be demolished without first removing previously suspect ACM and/or LBP. Analytical laboratory reports will be included as an attachment with chain of custody records. Asbestos and lead analytical results tables will include the sample and test material descriptions along with sample/test location information.

ASSUMPTIONS, CONDITIONS & EXCLUSIONS

1. **Scope of Services.** In providing this scope of services, GDC will perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.
2. **Access.** We assume that reasonable access will be provided to all areas of the site and that site specific information will be made readily available as appropriate.
3. **Roof sampling.** Unless otherwise specified in the proposal, it is the responsibility of the prime client or building owner to make appropriate repairs. If a roofing contractor or facility maintenance personnel selected by prime client is not on the roof to make repairs at the time samples are obtained, GDC may make temporary repairs, which may result in additional charges. GDC personnel are not certified in roofing repair. Therefore, under no circumstances shall GDC be responsible for any water damage to the roofing system, building, or its contents resulting from GDC's temporary repairs.
4. **Scope.** Work scope is limited to site map indicated on the first page of this document. Structures to be surveyed include:
 - Main Building
 - North Radio Tower
 - Fenced area near main building
5. **Abatement Specifications.** Are not included but can be provided for an additional fee.
6. **Abatement Bid Drawings.** Are not included but can be provided for an additional fee.
7. **Abatement monitoring.** Is not included but can be provided for an additional fee.

PROPOSED COSTS

Group Delta's proposed lump sum cost for the above-described scope of work in support of the Yolo 911 Communications Center Project is **\$5,898**:

GDC appreciates the opportunity to present this proposal and we are excited to support Lionakis on this project. Please contact Chris Smith if you have any questions.

Yours very truly,

Group Delta Consultants

STAFF REPORT

Agenda Item: 9.a

Date: September 7, 2016

To: YECA Governing Board

From: Dena Humphrey, Executive Director

Subject: YECA Member Cost Formula – Seeking Direction

Summary:

At the February JPA Board meeting, the Board expressed the desire to consider other cost formulas that may adequately capture a more stable model. The Board requested to have staff research and provide other cost formulas for consideration.

YECA reached out to San Mateo 9-1-1 Dispatch, Shascom 9-1-1, and Santa Cruz Regional 9-1-1. These represent Dispatch Centers handling multiple outside contracts along with other JPA's in the region. Each agency used a different approach towards achieving their standard cost formulas, while a few have customized their own cost formulas over time.

YECA's standard cost formula for allocating the annual budget amongst each of the member agencies is based off the Annual Calls for Services Report. The total calls for service is proportioned per member agency then allocated their share to the annual budget. Due to the nature of calls varying year to year, member shares can experience volatile swings with their annual charges.

To prepare for the February 2017 proposed budget for FY17/18, a review process is needed in order to make that date. March of each year is the agreed upon due date for the Board to adopt YECA's annual budget. YECA respectfully requests the JPA Board for direction into the next steps for the review process and any potential new cost formula for possible adoption.