

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD**

**Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland, CA 95695
November 4, 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. Teri Lynn Caughie Retirement effective Oct 25, 2015, after serving 27 years with YECA

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 September 2, 2015, Regular Meeting Pg. - 1
- b. Operations Division Report Pg. - 3
- c. Current Year Budget Status Update Pg. - 6

6. FirstNet Background – Informational only

- a. FirstNet Background Summary Pg. - 7

7. YECA Financial Policy for Setting General Reserves

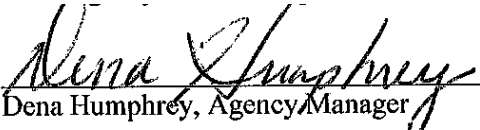
- a. Financial General Reserve Policy Pg. - 9
- b. Amendment to FY15-16 Budget Designating General Reserve Accounts & Amounts Pg. - 12

8. Next Scheduled JPA Board Meeting December 2, 2015

9. Items for Future Agenda

10. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before October 30, 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**

September 2, 2015

MINUTES

The YECA Governing Board met on Wednesday, September 2, 2015 at the Yolo Emergency Communications Agency, Woodland CA. Board Chair Tom Lopez called the meeting to order at 2:03 p.m.

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

Entry No. 2

Public Comment

None

Entry No. 3

Announcements

Board Member Gary Fredericksen announced that Yocha Dehe Fire Department had again earned accreditation by the Commission on Fire Accreditation International (CFAI) and thanked YECA for their contributions towards attaining the accreditation.

Entry No. 4

Minute Order No. 2015-15: Approval of Agenda

The Agenda was approved as presented.

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

Entry No. 5

Minute Order No. 2015-16: Approval of Consent Agenda

Agenda Items C and E were pulled from the Consent Agenda. After some discussion both Items were approved as presented.

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

Entry No. 6

FY 13/14 External Audit Presentation

Scott Brunner, CPA, from Macias Gini & O'Connell LLP, gave an oral report on YECA's financial statements and independent audit for fiscal year ended June 30, 2014.

Information only, no action taken.

Entry No. 7

CalPERS Side Fund Analysis

In March of 2015 Government Financial Strategies was hired to conduct a financial analysis on the CalPERS side fund. Executive Director Dena Humphrey briefed the Board on the findings and recommendation of that financial analysis.

Entry No. 8

Minute Order No. 2015-17: Approval of FY16 Budget Package

Executive Director Dena Humphrey presented to the Board a proposed Capital Improvement Plan, a proposed Base Budget for FY15/16 and a Financial Policy concept for consideration. After discussion the Board approved Agenda Item 8.a 5-Year Capital Investment Plan, 8.b FY15/16 Base Budget with the exception to the originally proposed \$75k for Architectural Design Services for the current building to a \$75k Feasibility Study for the possible co-locate with the new W. Sacramento Police Department identified in the Base Budget titled "Proposed Additional Costs." Item 8.c Financial Policy Concept was discussed and the Board gave direction to staff to further research and to bring back a proposed Financial Policy addressing the implementation of a general reserve within the General Accounting Standards Board (GASB) guidelines for further consideration encompassing the points presented.

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

The next scheduled meeting will be October 7, 2015.

Meeting was adjourned at 3:11 p.m.

Minutes submitted by: Marci Criste, Recording Secretary

STAFF REPORT

Agenda Item: 5.b.

Date: October 15, 2015
To: YECA Governing Board
Thru: Dena Humphrey, Agency Manager
From: Karen Avara, Operations Manager
Subject: Operations Division Report

Recommendation: No action required; information only.

Summary: Operations staff is currently engaged in the following:

- Grants:
The Yolo County Grant Approval Authority awarded YECA \$100,000 from the FY 15 HSGP for the purchase of the new UPS.

We are close to having a final quote for the equipment purchase and installation for FY 14 HSGP.

- Staffing:
We conducted interviews on four days and have moved seven (7) candidates into the background process. We tested another group on October 12th and will schedule interviews for those who passed.

We are continuing to accept applications until our vacant positions are filled.

Chris Buck has completed training on Woodland PD, Laura Swink has started training on West Sacramento PD, and Mayra Berumen-Perez will complete training on the Fire by the end of October.

Teri Lynn Caughie who has served YECA in many capacities for the last 27 years will be retiring on October 24, 2015, we offer many thanks for all her hard work and dedication.

- Internal Affairs: July-October 2015
 1. **Grievances:** None
 2. **Complaints:** None
 3. **Commendations:** Three
Supervisor Fletcher commended night shift staff for their performance during a fatal vehicle accident near Winters on September 2, 2015.
Supervisor Scott commended Dispatch Assistant Scott Roberson for providing great customer service to a caller who said he showed overwhelming kindness, resourcefulness and dignity during his conversation with her.

A citizen sent an email commending Dispatch Assistant Scott Roberson for the wonderful service he provided her when she had a minor traffic accident in the county.

- Monthly Gold Board Employee Recognition:

August 2015:

IT Specialist Billy Keen was selected as the raffle winner for his many talents and for replacing the kitchen faucet and fixing the vents in the supervisor office.

Others recognized for their contributions in August:

Krista, Mayra, Nadia, Maria R., Brenda, Maria B., Vanesa, Chris Brewer, Dave, Amy, Eloise, Kim L., Elaine, Scott R., Stephanie, Laura, and Craig.

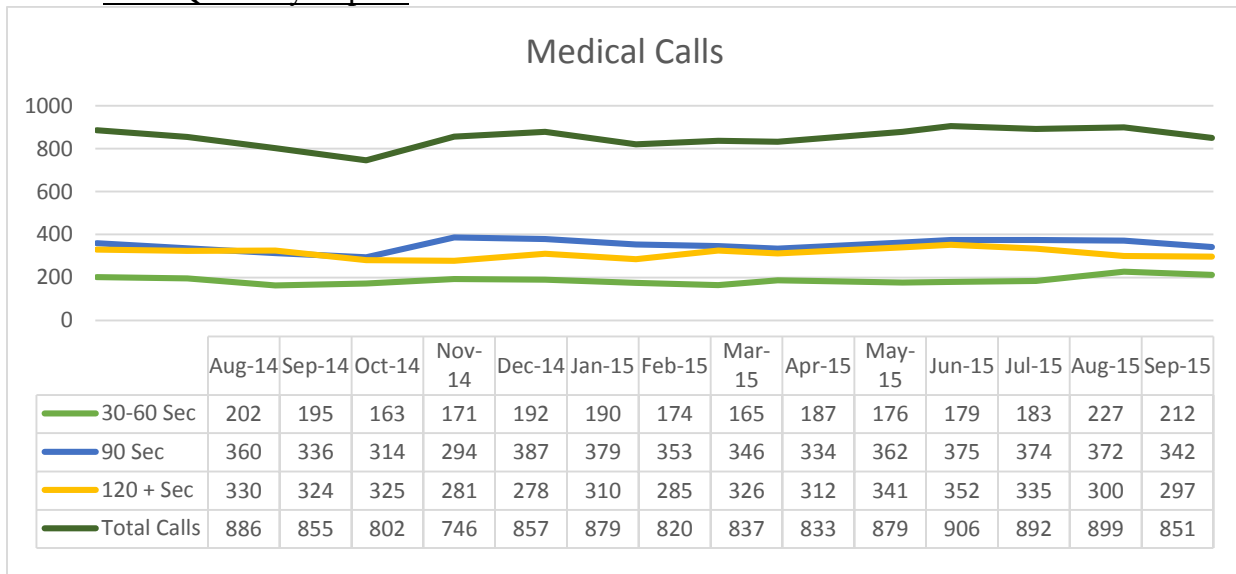
September 2015:

Dispatcher Laura Swink was the lucky winner for September, she was recognized by West Plainfield Fire for doing a good job on the Winters vehicle accident incident.

Other September recognition went to Chris Brewer, Tammy Lancaster, Amanda, Maria R, Maria B, Nadia, Amy, Diana, Vanesa, Traci, Scott R, Kristen, Elaine, Craig, and Lee.

Thank you all for doing a great job.

- EMD Quarterly Report:



Statistical Information:

- Monthly Phone Statistics:

Month	9-1-1	Non-Emergency	Outgoing	Total
August	6,253	16,825	7,062	30,140
September	5,630	15,572	6,492	27,694

- 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
August	15,045	1,979	924
September	14,391	2,018	910

- Confidential Records Requests:

Month	# of Requests
August	188
September	169

Agenda Item: 5.c.

YECA BUDGET MANAGEMENT SUMMARY

2015 / 2016 As of 10/29/15

	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 Expended	2%	6%	6%	28%	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 RADIO PROJECT												
BofA Capital Lease												
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
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 FY14												
HSG Grant (Cameras)												
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 FY15												
HSG Grant (UPS /Radio 911-EQ)												
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%

STAFF REPORT

Agenda Item: 6.a.

Date: November 4, 2015
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
From: Mike Bowler, IT Manager
Subject: FirstNet Information

Recommendation: No action required; information only.

Summary:

On February 22, 2012 President Obama signed into law the Middle Class Tax Relief and Job Creation Act of 2012. The Act included provisions to fund and govern a nationwide public safety broadband network. The Act established within the Department of Commerce's National Telecommunications and Information Administration (NTIA) the First Responder Network Authority (FirstNet) to oversee the planning, construction, and operation of the nationwide public safety broadband network.

Congress allocated to FirstNet \$7 billion dollars in initial funding, along with a 20 MHz segment of the 700MHz spectrum. By the time the initial funds are exhausted, FirstNet is expected to become economically "self-sufficient", generating income by leasing excess portions of the 700 MHz spectrum to private carriers, and assessing user fees to subscribers using the FirstNet Network.

FirstNet claims that the FirstNet network will offer public safety agencies secure, high speed broadband access that will not be subject to network congestion (and slow speeds) that afflicts commercial carriers (such as Verizon and AT&T) during emergencies and high-profile events.

The FirstNet network will support devices like modems and mobile data terminals, similar to those used by the YECA Member Agencies today.

It is important to note that the FirstNet network will not replace existing radio infrastructure. Traditional Land Mobile Radio (LMR) in the form of fixed base stations, mobiles, and portables will be in use for the foreseeable future. The FirstNet network will instead offer an alternative to the use of networks owned and operated by commercial wireless carriers such as Verizon, AT&T, Sprint, T-Mobile, etc. for high-speed broadband data.

It is also important to note that, because FirstNet is still largely in the "concept" phase, there remains many unaddressed questions about the network. These unaddressed questions include which agencies and users will be designated as "public safety" and thus authorized to use the network, what types of devices will be used to access the network (they have not been invented

yet), and whether users will be able to use a single device to roam between a commercial network (like Verizon or AT&T) and the FirstNet network.

FirstNet is in the process of gathering network requirements from each state through a series of consultation meetings. FirstNet held a consultation meeting in California on July 28-30 of this year. The consultation meetings are expected to conclude by early November 2015.

Concurrent to the consultation meetings, FirstNet is gathering information to issue an RFP for construction of the network. The RFP is expected to be issued in December 2015 or January 2016, with responses reviewed through 2016 and contract(s) awarded in 2017.

Once the RFP responses have been analyzed, FirstNet will develop a state-by-state plan for the construction and deployment of the network. The governor of each state will then be contacted by FirstNet and asked to either “opt-in” or “opt-out” of the FirstNet plan. The plans are expected to be delivered to the states in 2017.

An “opt-in” decision by the governor means that FirstNet will build and manage the network within the state. An “opt-out” decision means the state will build its own public safety broadband network – to the FirstNet specifications – and that network will connect with the nationwide network. Opting “in” or “out” has no effect on whether the network will be built; it will be built regardless. The “opt-in” or “opt-out” decision by the governor of each state will determine only who will build and operate the network. FirstNet has emphasized from the outset that there will be a coast-to-coast public safety broadband network.

FirstNet timeline projections have the network construction beginning in 2018 with a completion goal of 2022.

STAFF REPORT

Agenda Item: 7.a

Date: November 4, 2015

To: YECA Governing Board

From: Dena Humphrey, Executive Director

Subject: Proposed Financial Policy Rough Draft – General Reserve

Recommendation: Consideration & Discussion for Final Review

Summary:

The concept of setting a general reserve was presented to the JPA Board at the September 2nd Board meeting. Staff advised the Board further research was needed with Governmental Accounting Standards Board (GASB) 54 for designation of the General Reserve. Currently, YECA does not have a financial policy that sets a general reserve amount or gives direction towards funding future capital projects. This proposed draft policy below encompasses the guidance under GASB 54 for setting General Reserves. This is being presented as a rough draft talking point for setting the General Reserve Policy and to ensure its meeting the Board's financial strategy.

BACKGROUND

General Fund reserves are classified into two categories: Restricted and Designated. Restricted reserves are those that are not considered available due to financial, accounting, or legal restrictions. Designated reserves are established by the JPA Board policy for an intended purpose and are available for use per JPA Board direction.

In addition, the Governmental Accounting Standards Board (GASB) Statement 54 Fund Reporting and Governmental Fund Type Definitions requires that the JPA Board categorize fund balances according to the following components:

Non-spendable Fund Balance (inherently non-spendable) – (a) not in spendable form or (b) legally or contractually required to be maintained.

Restricted Fund Balance (externally enforceable limitations on use) – will include amounts that can be spent only for the specific purposes stipulated by external resource providers (for example, grant providers), constitutionally, or through enabling legislation.

Committed Fund Balance (self-imposed limitations on use) – will include amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision making authority.

Assigned Fund Balance (limitation resulting from intended use) – will comprise amounts intended to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official designated to do so.

Unassigned Fund Balance (residual net resources) – will be the residual classification for the general fund.

POLICY PURPOSE:

The purpose of this policy is to establish a target minimum level of designated reserves in the General Fund to:

- Reduce the risk of financial impacts resulting from a natural disaster or other catastrophic events affecting the YECA Communications infrastructure;
- Respond to the challenges of a changing economic environment, including prolonged downturns in the local, state, national economy; and
- Demonstrate continued prudent fiscal management

POLICY:

Reserve Levels

The YECA will set aside funds into two designated reserves to address unforeseen emergencies or disasters, significant changes in the economic environment, and key infrastructure and capital projects. These two funds include the General Reserve and the Capital/Special Projects Reserve.

The YECA commits to maintaining the General Reserve at a minimum of 20% of General Fund annual operating expenditures (minus one-time expenditures). The General Fund Reserve Policy is reviewed by the JPA Board as part of the annual operating budget review and adoption process. Appropriations of any reserve require formal JPA Board authorization.

Key General Fund Designated Reserves

General Reserve. Funds reserved under this category shall be used to mitigate costs associated with unforeseen emergencies, including natural disasters or catastrophic events that impair the operating infrastructure of YECA communications. Should unforeseen and unavoidable events occur that require the expenditure of YECA resources beyond those provided for in the annual budget, the Executive Director or designee shall have authority to approve appropriations with the knowledge of the Chair or Co-Chair of the JPA Board. The Executive Director or designee shall then present to the JPA Board a budget amendment confirming the nature of the emergency and authorizing the appropriation of reserve funds. Other funds reserved under this category shall be used to mitigate budgetary issues and/or one-time expenditures that will result in future efficiencies and/or budget savings or as deemed by the JPA Board for authorization.

Capital/Special Projects Reserve. Funds reserved under this category are designated for key infrastructure and capital/special projects as identified in the YECA's 5-year Capital Improvement Plan, as there is no ongoing funding source to support the YECA's capital needs.

Replenishment of Unreserved Fund Balance

In keeping with the principles discussed in this policy, the JPA Board will develop a 1 to 7 year reserve replenishment plan to meet the minimum threshold of 20% of General Fund ongoing expenditures, excluding one-time expenditures.

Excess Fund Balance

At the end of each fiscal year, the YECA reports on the audited year-end budgetary fiscal results. Should actual General Fund revenues exceed expenditures and encumbrances, a year-end operating surplus shall be reported. Any year-end surplus that results in the General Fund balance exceeding the level required by the reserve policy shall be available for allocation for the following, subject to JPA Board approval:

- Capital/Special Projects Reserve
- One-time funding, non-recurring needs
- Member Share Reductions

STAFF REPORT

Agenda Item: 7.b

Date: November 4, 2015

To: YECA Governing Board

From: Dena Humphrey, Executive Director

Subject: Amendment to FY15-16 Budget Setting General Reserve

Recommendation: Approve Transfer and Creation of General Reserve Funds

Summary:

The FY15-16 Budget was approved with an allocated amount of \$760k in contingency account 86-9900 at the September 2nd Board meeting, awaiting the final Fiscal Policy defining the General Reserve Fund. As the Board reviews the rough draft language for the financial policy setting the General Reserve Fund, this action would designate the \$760k amount to be allocated to the new General Reserve Fund.