

AGENDA
REGULAR MEETING
YECA GOVERNING BOARD
Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland, CA 95695
June 7, 2017
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 April 5, 2017, Regular Meeting
 - b. March & April Operations Division Report
 - c. Current Year Budget Status Update
 - d. FY17 Equipment Surplus Report
 - e. Delta Wireless Contract Renewal
- 6. Yolo LAFCo Executive Officer Christine Crawford to Address the Board with a Brief Background on a Shared Services Workshop Addressing Municipal Service Reviews for Local Joint Power Agencies within Yolo County – Information Only**

7. Yolo County EMS Administrator Kristin Weivoda, W. Sac Fire Chief John Heilmann, and Woodland Fire Chief Becky Ramirez to Provide Follow-up to the Board for the Pulse Point Program – Information Only

8. Nokia Multiplexer Project Slated for Installation November/December – Action Item

- a. Staff Summary Report Outlining the Project, Preparation for Contractual Requirements, and Recommendation to Contract W/CSI Telecommunications to Oversee Project

9. Closed Session:

- Conference with Legal Counsel – Anticipated Litigation
- Significant exposure to litigation pursuant to § 54956.9(d)(2): 1

10. Next Scheduled JPA Board Meeting TBD

11. Items for Future Agenda

- a. After Hours Records Staffing Proposal
- b. Chair & Co-Chair Assignments for FY18

12. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before June 1, 2017 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/BoardCalendar2017.html>



Dena Humphrey, Executive Director

**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 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. **

Agenda Item: 5.a

**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)
GOVERNING BOARD
April 5, 2017
MINUTES**

The YECA Governing Board met on Wednesday, April 5, 2017 at the Yolo Emergency Communications Agency, 35 N Cottonwood Street, Woodland. Chair Tom McDonald called the meeting to order at 2:02 p.m.

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

ABSENT: none

Entry No.2

Public Comment

On behalf of Yolo County Firefighters Association, Chief Ramirez verbally expressed appreciation to the Board Members for recognizing the need for a second Fire Dispatcher position.

Entry No. 3

Minute Order No. 2017-19: Announcements

- a. Proclamation “National Public Safety Telecommunications Week April 10th - 16th”
YECA Chair Board Member, West Sacramento Police Chief Tom McDonald recognized National Public Safety Telecommunications Week by releasing an official proclamation.
- b. YECA 2016 Dispatcher of the Year “Kristen Root”
Chair Board Member, West Sacramento Police Chief Tom McDonald congratulated Kristen Root as this year’s YECA Dispatcher of the Year.
Comments: Board Members and Executive Director individually communicated their appreciation and congratulated Kristen Root in a well deserve honor as “Dispatcher of the Year 2016.” Operations Manager Leah Goodwin also congratulated Kristen Root and appreciated all the hard work and her commitment to the 911 Dispatch Agency.
- c. YECA would like to warmly thank the Yolo County Firefighters Association for their support and generous donation for a corporate sponsorship to this year’s Dispatcher’s Banquet.

Entry No. 4

Minute Order No. 2017-20; Approval of Agenda

The Agenda approved as presented.

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

Entry No. 5

Minute Order No. 2017-21; Approval of Consent Agenda

The Consent Agenda approved as presented.

- f. Approval of the Minutes from the March 1, 2017, Regular Meeting
- g. Operations Division Report
- h. Current Year Budget Status Update
- i. Cal OES 130 Designation Resolution

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

Entry No. 6

Minute Order No. 2017-22; Old Business – Informational only

- A. After Hours Records Update** – Dena Humphrey presented – Memo attached to each board packet showing Board Member Tom Lopez research cost for YSO Records department to take over additional hours 18:00-08:00 Weekdays and Weekends.

Comments:

Chief McDonald requested for YECA to submit a proposal for After Hours Coverage, John Donlevy requested for the proposal to come before the Board July timeframe.

Entry No. 7

Minute Order No. 2017-23; FY17/18 Proposed Base Budget - Dena Humphrey Executive Director presented- *FY17/18 Budget approved*

- a. FY17/18 Proposed Budget
- b. FY17/18 CIP
- c. FY17/18 Proposed Position Table

Comments:

John Donlevy requested for the new building costs to begin appearing in the budget process.

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

Entry No. 8

Next Scheduled JPA Board Meeting

No Board meeting in May 2017; next board meeting will be held June 7, 2017

Entry No. 9

Items for Future Agenda

- a. Pulse Point

Meeting Adjourned at 3:03 p.m.

Minutes submitted by: Eloise Austin, Recording Secretary

STAFF REPORT

Agenda Item: 5.b

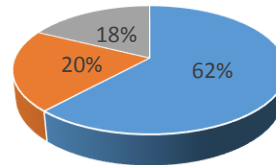
Date: June 7, 2017
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
From: Leah Goodwin, Operations Manager
Subject: March & April Operations Division Report
Recommendation: No action required; information only.
Summary: Operations staff is currently engaged in the following:

Staffing:

1. There are 5 applicants in the background process.
2. Out of 34 funded dispatcher positions:

- 28 are filled,
- 21 are cross trained (62%),
- 7 are in training (20%),
- 6 current vacancies (18%)

Staffing April 2017



■ Cross-Trained ■ In Training ■ Vacancies

- a. Shawanda Peoples and Karissa Merrill are in the call taking phase of training.
 1. Becky Rodriguez resigned in call taking phase of training.
- b. Katie Gonzalez has completed training on the Woodland Police console and is scheduled to begin training on the West Sacramento Police console (2nd radio) June 25th.
- c. Danny Barrera is training on the Yolo County Sheriff/Winters Police console (1st radio).
- d. Jennifer Koch is training on the Fire console (4th and final radio).
- e. Elaine Maher has completed on the Woodland Police console (4th and final radio).
- f. Irina Kinda is training on the Fire console (4th and final radio).

Statistical Information:

Monthly Incoming Phone Statistics:

Description	Jan	Feb	Mar	Apr	TOTAL
7 Digit Emergency	563	629	593	615	2,400
911	3,206	3,576	4,175	4,026	14,983
WSP Non-Emerg	3,631	4,142	4,862	4,405	17,040
WDP Non-Emerg	3,548	4,137	4,739	4,845	17,269
Yolo Non-Emerg	1,602	1,769	1,975	1,785	7,131
WNP Non-Emerg	354	399	372	436	1,561
COMM Non-Emerg	2,814	3,207	3,845	3,378	13,244
AMB	119	123	114	120	476
Outgoing	5,185	5,642	6,041	5,881	22,749
TOTAL	21,022	23,624	26,716	25,491	96,853

Monthly CAD Events:

CAD Events by Jurisdiction					
	Jan	Feb	Mar	Apr	% change from previous month
Yolo County	3,658	3,202	3,632	3,363	7.4% decrease
Woodland	5,085	4,682	5,868	5,500	6.3% decrease
Winters	658	573	581	518	10.8% decrease
West Sacramento	5,969	5,267	6,002	5,757	4.1% decrease
Animal Control	671	592	710	759	6.5% increase
Yocha Dehe	36	38	35	35	0%
Arbuckle	31	24	27	34	21% increase
TOTAL	16,108	14,378	16,855	15,966	5.3% decrease

Fire CAD Events					
	Jan	Feb	Mar	Apr	% change from previous month
Medical	1,109	887	950	994	4.6% increase
Other Fire	1,202	1,085	1,579	1,362	13.7% decrease
TOTAL	2,311	1,972	2,529	2,356	6.8% decrease

Confidential Records Requests (Audio & CAD Print out):

Audio/CAD release requests					
	Jan	Feb	Mar	Apr	% change from previous month
Requests Processed	90	61	150	114	24% decrease

After-Hours Records Entries:

AGENCY	JAN	FEB	MAR	APR	% change from previous month
WDP	366	392	576	401	30.4% decrease
WNP	14	8	26	5	80.8% decrease
WSP	402	299	249	326	23.6% increase
TOTAL	781	699	851	732	14% decrease

Employee Recognition:

March:

We celebrated many thanks and recognition for doing a great job! Our winner for the March raffle was Traci Fitzsimmons. Traci was recognized for handling a structure fire in Robbins. Also recognized for their outstanding contributions were: Billy Keen, Charles Keasler, Kim Maynard, Dave Hetland, Amy O’Keefe, Karissa Merrill, Amanda Garrison, Melissa Romero and Kristen Root.

April:

In April we celebrated National Public Safety Telecommunicators Week from the 9th-15th. Our winner for the April raffle was Chris Brewer, Chris was recognized for helping take down the decorations and clean dispatch. Also recognized for their significant contributions were: Elaine Maher, Dave Hetland, Traci Fitzsimmons, Stephanie Taylor, Lee Sandoval, Krista Bryant, Chris Buck, Laura Swink, Maria Roa, Shay Peoples, Craig Priester, Danny Barrera, Amanda Garrison, Jenn Koch, Nadia Wasilevsky, Maria Bigham, Irina Kinda, Billy Keen, Kim Maynard and Katie Gonzalez.

Projects:

1. Training Committee/ Training Officer Program
2. Tactical Dispatcher Program
3. EMD-QA Implementation
 - a. Service Agreement reviewed with YEMSA
 - b. Testing has begun on PAI (calls with Pre-arrival instructions i.e. cardiac, choking, childbirth)
4. IOP Review
5. Evacuation Plan (Continuity of Operations)
6. Records After-Hours Responsibilities Group
 - a. 10/17/2016: Met with Records Manager Group (excluding Winters PD, unable to attend)
 - b. 10/25/2016: Data requested provided to Lorrie Marin, YSO for review.
 - c. 11/10/2016: Additional data provided to Woodland & Davis PD.
 - d. 12/15/2016: Additional data provided to Lorrie Marin, YSO.
 - e. April JPA Board meeting YSO proposal submitted to Board.
 - f. Preparing YECA’s proposal
7. ENP
8. Recruitment Plan
 - a. 6 submitted for backgrounds, 4 in process.
9. Staffing Study
10. 2017 In-Service Training Plan (Pre-fire season completed)
11. POST Manager Course Workshop
12. 2018 Schedules
13. ROSS Training
14. Mentoring Program
15. Radio Procedures Training

YECA BUDGET MANAGEMENT SUMMARY

2016 / 2017 As of 5/26/17

	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	\$ 2,986,780	\$ 2,986,780	\$ 2,986,780	\$ 2,986,780	\$ 2,986,780	\$ 2,986,780	\$ 2,986,780	\$ 2,986,780	\$ 2,986,780	\$ 2,986,780	\$ 2,986,780	\$ 2,986,780
Expenditures	\$ 51,610	\$ 280,192	\$ 610,623	\$ 737,710	\$ 1,009,842	\$ 966,962	\$ 1,084,968	\$ 1,168,412	\$ 1,330,693	\$ 2,425,370	\$ 2,483,800	\$ -
Percent Expended	2%	9%	20%	25%	34%	32%	36%	39%	45%	81%	83%	0%
360 360-2 OPERATIONS - DISPATCH												
Appropriations	\$ 3,787,842	\$ 3,787,842	\$ 3,787,842	\$ 3,787,842	\$ 3,787,842	\$ 3,787,842	\$ 3,787,842	\$ 3,787,842	\$ 3,787,842	\$ 3,787,842	\$ 3,787,842	\$ 3,787,842
Expenditures	\$ 116,299	\$ 394,693	\$ 662,922	\$ 1,005,330	\$ 1,146,990	\$ 1,593,034	\$ 1,809,078	\$ 2,018,608	\$ 2,290,540	\$ 2,725,780	\$ 2,858,973	\$ -
Percent Expended	3%	10%	18%	27%	30%	42%	48%	53%	60%	72%	75%	0%
TOTAL for all budget units - B/U 360-1 Administration; 360-2 Operations Dispatch;												
Appropriations	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622
Expenditures	\$ 167,909	\$ 674,884	\$ 1,273,546	\$ 1,743,040	\$ 2,156,832	\$ 2,559,996	\$ 2,894,046	\$ 3,187,019	\$ 3,621,233	\$ 5,151,150	\$ 5,342,774	\$ -
Unencumbered	\$ 6,606,713	\$ 6,099,738	\$ 5,501,077	\$ 5,031,582	\$ 4,617,790	\$ 4,214,626	\$ 3,880,576	\$ 3,587,603	\$ 3,153,389	\$ 1,623,472	\$ 1,431,848	\$ 6,774,622
Percent Expended	2%	10%	19%	26%	32%	38%	43%	47%	53%	76%	79%	0%
Estimated Revenue	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622	\$ 6,774,622
Realized Revenue	\$ -	\$ -	\$ 2,143,821	\$ 2,182,130	\$ 2,704,197	\$ 3,670,018	\$ 3,672,122	\$ 4,189,484	\$ 4,681,648	\$ 4,694,713	\$ 6,807,319	\$ -
Unrealized Revenue	\$ 6,774,622	\$ 6,774,622	\$ 4,630,801	\$ 4,592,492	\$ 4,070,425	\$ 3,104,604	\$ 3,102,500	\$ 2,585,138	\$ 2,092,974	\$ 2,079,909	\$ (32,697)	\$ 6,774,622
Percent Realized	0%	0%	32%	32%	40%	54%	54%	62%	69%	69%	100%	0%
360 360-3 FY15 HSG FY15												
HSG Grant	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
(911 UPS SYS)												
Appropriations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,791	\$ 48,791	\$ 48,791	\$ 83,806	\$ 83,806	\$ 83,806	\$ -
Percent Expended	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Realized Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

STAFF REPORT

Agenda Item: 5.d

Date: June 7, 2017
To: YECA Governing Board
From: Dena Humphrey, Executive Director
Subject: FY17 Equipment Surplus Report
Recommendation: No action required; information only.

Pursuant to Internal Operating Policy 204, Purchasing & Surplus, the Purchasing Agent shall provide a report to the Board on all excess items no longer needed by the Agency. Purchasing Agent shall have authority up to \$10,000 to dispose of items and report to the JPA Board.

FY17 Surplus Report

Item#	Item	Dollar Value	Disposition
1	Computer Toner Cartridges	\$ 80.00	Sold
2	Land Mobile Radio Modulation Analyzer	\$ 8,832.00	Trade-In
	Total	\$ 8,912.00	

STAFF REPORT

Agenda Item: 5.e

Date: June 7, 2017
To: YECA Governing Board
From: Dena Humphrey, Executive Director
Subject: Radio Maintenance Contract Renewal for 3Years

Recommendation: Approve Signing Authority to Executive Director to Renew Radio Maintenance Services with Delta Wireless for a 1-Year Term with two (2) 1-Year Extension.

Summary:

The Delta Wireless contract is upon expiration, as our primary service provider for the radio and microwave system. Delta Wireless has been serving the agency since 2013. The original contract was a request to the JPA Board as a sole source due to the specialty and complexity of the Telecommunications field, along with a shortage of providers in the area. Delta Wireless is a Motorola Elite Service Specialist provider, which requires providers to uphold the highest standards within the industry.

This renewal is to contract for one (1) year with two (2) additional (1) year extensions for a total of 3 years and provides a maximum cap for non-essential radio issues. The contract accounts for having a technician available 16-hours per week to work through non-essentials and punch list items. The service contract still maintains a 24/7 support for radio and microwave system failures, an annual preventive maintenance optimization of the system, regular maintenance, troubleshooting, 24/7 technical support; fixed hourly rates for engineering services, radio repair, parts, and in-shop labor.

Due to the specialized and complexity of radio and engineering services, Delta has six certified technicians available to provide regular repair, maintenance, and after-hour tech support from their Sacramento location. All technicians employed by Delta have passed extensive background checks. Delta has been serving the area since 1996, and includes some of the following surrounding customers: UCD, City of Davis, Citrus Heights, Roseville, Nevada County Sheriff, Folsom PD, and Sacramento Airport, and works alongside Sacramento Regional Radio Communications System (SRRCS).

If approved, the contract term would cover periods July 1, 2017 – June 30, 2018. The cost is \$110,232, a 4% increase from last year, with a total not to exceed \$121,255. The cost not to exceed includes a 10% contingency for equipment replacement and any other additional costs not covered under the scope of work. The agreement was negotiated for stability in years FY19 & FY20 with costs increases of 2% for each fiscal year. This contract also includes fixed hourly rates for member agencies seeking radio/mobile repair and maintenance services.

STAFF REPORT

Agenda Item: 8.a

Date: June 7, 2017
To: YECA Governing Board
From: Dena Humphrey, Executive Director
Subject: Multiplexer Replacement Project

Recommendation: Approve Signing Authority to Executive Director to Contract W/Nokia for Purchase & Installation of Multiplexer and to Contract W/CSI Telecommunications, Inc. to be Project Manager

Summary:

In June 2016, the agency hired CSI Telecommunications to evaluate Nokia's proposal and to search other manufactures for compatibility and alternative pricing for the equipment replacement. In January 2017, CSI's engineer Craig Trygstad came before the JPA Board and presented his findings and provided the Board with the recommendation Nokia was the best solution given the complexity of the system. The original price began at \$750,000 then was later negotiated to \$354,126.

In April 2017, the JPA Board adopted FY18 budget that included the capital expenditure for this project for \$380k. The final pricing for this project is reflected of piggybacking off the Houston-Galveston Area Council (H-GAC) contract, an association of local governments that awards through a public competitive process.

The tax for the equipment brought this total project to \$386k, with a known factor each of the 8 radio sites will be billed for actual materials. The final proposal includes a 5% contingency that is dependent on initial site surveys and engineering support. The contract was prepared and "approved as to form" through Yolo County Counsel.

Given the complexity of the project and lack of technical expertise in this area, staff recommendation is to contract CSI Telecommunications to oversee the project on behalf of YECA. The total cost for PM services is estimated at 120 hours for \$25,800. Funds for this contract would be appropriated using current fiscal year funds. The scope entails CSI to accompany the vendor to all sites, review system designs and cutover plans, oversee installation quality and performance, witness system cutover, develop punch list for discrepancies, verify materials billed, and issue final project report.

Action Items:

- a. Designate the Executive Director to sign the Multiplexer Agreement with Nokia
- b. Approve funding to contract with CSI Telecommunications to be Project Manager