**YOLO COUNTY SHERIFF’S AREO SQUADRON**

**GENERAL MEETING MINUTES**

**MAY 28, 2014**

Meeting was called to order by Commander Shannon Newbold at 19:30 hours.

**Visitors:** Teri Lynn Caughie, Chris Carreon, and Carlo Stamaria.

**Executive Officer:** Executive Officer Keith Bakula reported that we currently have 20 members, with 2 new applications in process and 1 application on “hold”.

**Secretary’s Report:** The minutes of April 23, 2014 were previously distributed, and approved, without changes.

**Treasurer’s Report:** Treasurer Brett Dockter reported that as of April 30, 2014, there was $12,454.90 in the General Fund and $6,078.66 in the Special Ops Fund. Total “Net” Revenues for the Four Months Ended April 30, 2014 was a negative $663.45, whereas the Total Expenditures for the same period was $4,770.29, for a Net Loss for the Four Months of $5,433.74.

**Operations Officer’s Report:** Ops Officer Dave Goodhue reported that for April,

1. Flight Participation was 4,
2. Missions Flown were 4,
3. Hours Flown were 11.7 hours,
4. Hours Flown (YTD) were 99.3 hours,
5. Fuel Used was 79.26 gallons,
6. Fuel Average was 6.77 gallons,
7. Fuel Costs were $435.14.

**Liaison:** Sgt. Kurt Zeiler was not in attendance.

**Commander’s Report:** Commander Shannon Newbold reported that,

1. The new gas card has been received, has been tested and works. Remember that when prompted for the Zip Code; use the Sheriff Department’s Zip Code, 95776.
2. Four missions were flown over Memorial Day Weekend and all went well.
3. Commander Shannon reported that Don Johnston was the only one, who signed up for hanger duty in June, and needs some help.
4. Commander Shannon then introduced Teri Lynn Caughie, from Yolo Emergency Communications Agency, or YECA, formally known as “Dispatch”.
   1. Teri presented a very informative and interesting program, highlighting the following:
      1. YECA is a Public Safety Answering Point, which means that all calls are handled on site and not transferred to other areas/departments.
      2. Usually YECA has 5 to 6 Dispatchers, 1 to 2 Call Takers and 1 Supervisor on duty at any given time.
      3. We are now to use Plain Text, aka Clear Text, when communicating with YECA and others.
      4. Code 33 is “Priority Only”, so if you hear a repeating beep, every 4 to 5 seconds, you are not to communicate, unless it is an emergency.
      5. Teri requested we use the following Radio Techniques:
         1. Communicate clear and concisely,
         2. Use a Pre-Alert Statement, something like, “Dispatch, 1V1 logging on”, or “Dispatch, 1V1 logging off,
         3. Wait to be acknowledged, then announce your CAD #(s) or intentions,
         4. Use quick and concise language, don’t elaborate,
         5. Use our complete Unit Identifier, 1V1,
         6. Listen to the radio, and
         7. Use Plain Text, aka Clear Text.
      6. She also recommended that we also use our Unit Identifier, after our statement, something like after being acknowledged, “1V1 logging on with CAD # XXXX and CAD # YYYY, for 1V1” , and
      7. Most Important… BE PATIENT!!!
   2. Teri then invited all of us to “Sit-a-Long”, providing us the forms to do so.

**AJOURNMENT**

The next General Meeting will be held at the Cameron Training Building, Sheriff’s Department, on Wednesday, June25, 2014, at 19:30 hours.

Meeting adjourned at 21:20 hours.

Minutes respectfully submitted by Patrick Scribner, Secretary.