

YOLO EMERGENCY COMMUNICATIONS AGENCY

GOVERNING BOARD
YOLO EMERGENCY COMMUNICATIONS AGENCY
35 N. Cottonwood St., Woodland, CA 95695
April 1, 2009

REGULAR MEETING MINUTES

Entry No. 1.

Call to Order: The Governing Board of YECA met on April 1, 2009, at the Yolo Emergency Communications Agency. The meeting was called to order at 2:04 PM. Primary (P) and Alternate (A) members present were: Yolo County – Ray Groom (P); City of Woodland – Carey Sullivan (P); City of Winters – Bruce Muramoto (P); YECA – Patricia Williams, Secretary to the Board.

The primary member for the City of West Sacramento, Carol Richardson was absent. The alternate member did not attend.

Entry No. 2.

Closed Session Announcements: Chair Sullivan advised that during the closed session of the regular board meeting held March 4, 2009, the Agency's labor negotiator was given direction.

Entry No. 3.

Public Comment: There was no public comment.

Entry No. 4.

Announcements: There were no announcements.

Entry No. 5.

Minute Order No. 2009-13: Approval of Agenda.

The agenda was revised (from the public posting) to include items 6c & 11. Item 6c was pulled from the agenda. Item 15 was moved up on the agenda in consideration of the presenter. The amended agenda was approved.

MOTION: Muramoto. SECOND: Groom. AYES: Sullivan, Groom, Muramoto.

Entry No. 6.

Minute Order No. 2009-14: Approval of Consent Agenda.

The consent agenda was revised to include item 6c. Item 6c was pulled from the agenda however the Board expressed support of the administrative staff and the work they do. The consent agenda was approved for the following items:

- Approval of minutes from the March 4, 2009, regularly scheduled board meeting (Chair Sullivan expressed appreciation to the Exec. Director for formatting the minutes in a concise manner.)
- Proclamation – National Public Safety Telecommunications Week, April 12-18, 2009.

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MOTION: Muramoto. SECOND: Groom. AYES: Sullivan, Groom, Muramoto.

Entry No. 7.

Agency Budget Status Report: Receipt was noted and filed for the March report.

Entry No. 8.

Long-term Financial Plan: 1st Borrowing: Will pursue self-funding; need a breakdown of each member's share.

Entry No. 9.

Minute Order No. 2009-15: Bids and Contracts.

The Board approved the Cosumnes Community Services District Personal Property Transfer Agreement and Memorandum of Understanding. Chair Sullivan signed it.

MOTION: Groom. SECOND: Muramoto. AYES: Sullivan, Groom, Muramoto.

Entry No. 10.

Discussion Item: Radio Back-up Channels.

Board member Muramoto cited a need for a law enforcement & fire secondary/tactical channel. Staff advised that these needs would be met through the YSO receiver expansion and upgrades to Gray Fire. Staff was asked to provide a report on the benefits of utilizing some City of Davis frequencies.

Entry No. 11.

Discussion Item: County Command Van/YECA Command Van.

Board member Muramoto advised that the County Command Van is a resource for YECA and staff should receive training on its equipment. Other board members cited the usage prioritization process and that in a regional emergency YECA would be low on the list. Training funds may be available through a grant; board member Muramoto is checking. Staff was asked to provide a report for training the affected staff members.

Entry No. 12.

Discussion Item: Assistance to Firefighters Grant (AFG) Projects Timeline.

Staff presented two spreadsheets (Exec. Dir. Williams cited how diligently staff worked on each). One detailed the equipment and associated costs for projects being financed by the AFG (and other grants). YECA's potential out of pocket costs we identified as well. The second spreadsheet was a project timeline outlining the main tasks associated with each project. Board member Groom proposed using County engineering staff as a resource. Board members discussed funding mechanisms and securing commitments from their agencies as well as using available budget funds to get the projects started.

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Entry No. 13.

Minute Order No. 2009-16: Dept. of Water Resources (DWR) Grant Guideline Proposal.

The Board was given an update which included an official grant guideline proposal. The update included concern expressed by the Executive Director regarding adding tasks to the current workload of staff. In addition to their routine responsibilities, staff now has the oversight of (3) grants which are being used for major infrastructure upgrades. The grants have tight deadlines for completion and there have been issues with the additional funding needed to complete the upgrades. The Board acknowledged the concern and decided to move forward with this matter as long as it remains within the agency's focus. The proposal was approved and sent to the California Dept. of Water Resources.

MOTION: Groom. SECOND: Muramoto. AYES: Sullivan, Groom, Muramoto.

Entry No. 14.

Director's Report:

- a. Developing Community Support for Tower Build-Outs (Clarksburg, Knights Landing and Winters): Waiting for meetings to be scheduled with the County Supervisor for each affected district.
- b. FY 09/10 Budget: The Board was presented with updated budget documents that included itemized expenditure details. The Executive Director suggested that because of time constraints and to allow for a more detailed review and discussion, the Board schedule a special meeting.

Entry No. 15.

Adjourn to Closed Session: This item was moved up on the agenda (followed item #5) in consideration of the presenter. The public meeting adjourned to closed session at 2:08 PM. Closed session adjourned at 2:38 PM.

Entry No. 16.

Closed Session Announcements: There were no closed session announcements.

Entry No. 17.

Items for the next JPA Board agenda: None specified.

Entry No. 18.

Adjournment: The meeting was adjourned at 4:12 PM.

MOTION: Sullivan. SECOND: Muramoto. AYES: Sullivan, Groom, Muramoto.

*The next regularly scheduled Board Meeting is planned for May 6, 2009 at 2:00 PM; YECA Communications Center, 35 N. Cottonwood St. Woodland, CA.