

# YOLO EMERGENCY COMMUNICATIONS AGENCY

---

**GOVERNING BOARD**  
**YOLO EMERGENCY COMMUNICATIONS AGENCY**  
**35 N. Cottonwood St., Woodland, CA 95695**  
**June 3, 2009**

**REGULAR MEETING MINUTES**

**Entry No. 1.**

Call to Order: The Governing Board of YECA met on June 3, 2009, at the Yolo Emergency Communications Agency. The meeting was called to order at 2:02 PM. Primary (P) and Alternate (A) members present were: Yolo County – Ray Groom (P); City of Woodland – Carey Sullivan (P), Tod Reddish (A); City of West Sacramento – Carol Richardson (P); City of Winters – Bruce Muramoto (P); YECA – Patricia Williams, Secretary to the Board.

**Entry No. 2.**

Closed Session Announcements: A contract amendment for the Executive Director was approved.

**Entry No. 3.**

Public Comment: There was no public comment.

**Entry No. 4.**

Announcements: Board Chair Sullivan announced that the Woodland City Council reviewed the city's Capital Improvement 10-Year Plan in a Council meeting on June 2<sup>nd</sup>. Included in the plan are YECA's Phase I Radio Project and the CAD project, which are expected to be approved on June 16, 2009.

**Entry No. 5.**

***Minute Order No. 2009-25: Approval of Agenda.***

The agenda was approved as presented.

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

**Entry No. 6.**

***Minute Order No. 2009-26: Approval of Consent Agenda.***

The consent agenda was approved as presented.

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

**Entry No. 7.**

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

# YOLO EMERGENCY COMMUNICATIONS AGENCY

---

## **Entry No. 8.**

Director's Report:

- a. Phase I Radio Project Update: The Board clarified the Executive Director's spending authority as it relates to that which is included in the approved project budget so it was determined that a spending limit increase was not necessary. The Board acknowledged the \$153,000 increase to the estimated total cost for this phase of implementation because of the inclusion of *project manager support* and *new radio system operating costs*. In order to keep project management costs within range, the suggestion was made for staff to work with Yolo County GSD regarding the Knights Landing tower project and W. Sacramento City staff regarding the Clarksburg tower project. Board member Muramoto reiterated that Winters has \$140,000 (grant funds) to complete their tower project in total and asked if the Agency would cover any overages. Board Chair Sullivan advised that overages within reason would be covered. The member agency shares were recalculated as per the long-term financial plan with a correction to Yolo County's portion which now includes the share allocated to Robbins FD. Board member Richardson is going to set up a meeting with Yolo County Auditor-Controller Newens in regards to the financing strategy that YECA wants to pursue.
- b. Dispatch Services Contracts Update: For FY 2010/2011, the Board would like to pursue full-cost recovery when determining annual billing for contract agencies.
- c. Facility Generator Repair/Replacement: The Board recognized the value of purchasing a new generator that can be temporarily installed and then relocated to the new facility. Staff was directed to start the bid process.

## **Entry No. 9a.**

***Minute Order No. 2009-27: Bids and Contracts.***

The Board approved the Kitchell Corp. Engineering Proposal.

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

## **Entry No. 9b.**

***Minute Order No. 2009-28: Bids and Contracts.***

The Board approved the ComTech Communications Service Maintenance Agreement.

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

## **Entry No. 10.**

Discussion Item: Radio Back-up Channels.

Staff was directed to further evaluate the Davis frequencies for development as part of our phase II radio platform.

## **Entry No. 11.**

Adjourn to Closed Session: The public meeting adjourned to closed session at 3:21 PM. Closed session adjourned at 3:27 PM.

# YOLO EMERGENCY COMMUNICATIONS AGENCY

---

**Entry No. 12.**

Closed Session Announcements: There were no closed session announcements.

**Entry No. 13.**

Items for the next JPA Board agenda: Facility generator repair/replacement; Board elections.

**Entry No. 14.**

Adjournment: The meeting was adjourned at 3:27 PM.

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

\*The next regularly scheduled Board Meeting is planned for July 1, 2009 at 2:00 PM; YECA Communications Center, 35 N. Cottonwood St. Woodland, CA.