

Item 5.a

**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)
GOVERNING BOARD**

May 6, 2020

2:00 P.M. Public Session

The YECA Governing Board met on Wednesday May 6, 2020 at the Woodland Police Department 1000 Lincoln Ave – Community Room, Woodland. Chair Derrek Kaff called the meeting to order at 2:03 p.m.

This meeting was formatted to allow Board Members, staff, and the public to participate in the meeting via teleconference, pursuant to the Governor’s Executive Order N-29-20 (March 17, 2020), was available at the following link:

Teleconference Zoom meeting:
By PC: <https://us02web.zoom.us/j/82508885682>
Meeting ID: 825 0888 56825
Or
By Phone: (669) 900-6833
Meeting ID: 825 0888 5682

PRESENT: Primary Board Members: Derrek Kaff, City of Woodland, Steve Binns, City of West Sacramento John Donlevy, City of Winters, Dena Humphrey, YECA Executive Director,

Via Zoom: Tom Lopez, Yolo County, Rebecca Ramirez, Yocha Dehe Wintun Nation,

ABSENT: None

Entry No.2

Minute Order No. 2020-07

Approval of the Agenda - [The Agenda was approved as presented](#)

MOTION: Lopez SECOND: Donlevy AYES: Kaff, Binns, Ramirez, Donlevy, Lopez

Entry No. 3

Announcements

a. Resolution:

i. Craig Priester retirement effective May 6, 2020, after serving 15-years with

Chair Kaff read resolution commending Craig on 15 years of service, presented Craig with a Retirement Plaque.

Entry No. 4

Public Comment - None

Entry No. 5

Minute Order No. 2020-08; Approval of Consent Agenda - [Approved](#)

- a. Approval of the Minutes from the March 4, 2020, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 1st Quarter – Dispatch to Que Report

MOTION: Lopez SECOND: Binns AYES: Kaff, Donlevy, Ramirez Binns, Lopez,

Entry No. 6

Minute Order No. 2020-09; Old Business – Informational Only –[Dena Humphrey Presented](#)

- a. General discussion on YECA Building

Discussion: - Board members are in agreement to table any architectural expense for now due to the instability of economic times due to COVID-19. Agreed to reinstate topic in September 2020 Agenda Board meeting.

Entry No. 7

Minute Order No. 2020-10; Central Square ASSYST for YECA's Accounting Software Project – Action Item - Dena Humphrey presented – **Voted Item**

a. Staff summary detailing YECA's accounting needs and project details –

Total costs for new software implementation and training is \$9,133, with on-going yearly maintenance costs of \$1,353. The initial cost of the software and implementation would be absorbed within the current fiscal. The A-87 costs associated with an accounting charge from the county would be an estimated \$5k for FY21 with a further reduced cost in FY22. Finalize the project with a target date of July 1, 2020, implementation and training to start by June 1st. YECA requesting approval from the Board for an overall consensus of the project and to open an outside banking account with US Bank to pay invoices to outside vendors. Bank account would be opened under Yolo County's sub-accounts or separately in YECA's name. Arrangement was made with the county CFO. All payroll and benefits expenditures would remain within the County Treasurer.

MOTION: Binns SECOND: Ramirez AYES: Kaff, Donlevy, Lopez, Ramirez, Binns - Passed

Entry No. 8 FY20/21 Proposed Base Budget & Presentation – *Informational Only-Dena Humphrey presented.

a. **FY20/21 Proposed Base Budget** - The total budget for FY20/21 is \$6,836,246 with an allocation to partners of \$5,843,741 for operations and maintenance plus \$367,505 for the scheduled debt service payment. Revenue offsets included the use of surplus funds \$300k, \$90k transfer from Capital/Special Projects fund and revenue from the UCD Fire contract \$75k, Arbuckle Fire \$40k, and grants/reimbursements \$120k, brought a total reduction of \$625k, to the allocations. On April 16th, YECA received a letter from the City Managers group requesting a 5% target reduction for the FY20-21 Budget due to economic recessions.

There is Future Costs – Yolo County Energy Efficient Project program: The building YECA resides in is owned by the county and was included in the project. The equipment costs for YECA is \$72,496, after bonding fees and project management expenses the total project cost is \$142,939. This amount will be billed over a 15-year period by General Services. The first year payment for FY21 is \$2,701, thereafter for the next 14 years FY22 thru FY35 the yearly cost will be \$10,017.

b. **FY20/21 Proposed CIP**

-UPS \$90,000 Slated for FY21

-Battery Plants \$106,000 Slated for FY21 *HSG

-Firewalls \$40,000 Slated for FY21 *HSG

c. **FY20/21 Proposed Position Table**

- 5 vacant Dispatcher positions 3 currently going thru background.

Discussion: Board member's direction is to seek grant funding for the 90K UPS, slated for FY21; defer expending from some of the Capital Improvement Project cost, also advised to move forward with 3 currently in background, to place a hiring freeze for now on 2 do not expend; however, keep cost presented in the budget for adoption.

Entry No. 9 Closed Session: Adjourned for close session 3:05 p.m. –

Minute Order No. 2020-11 Reconvened Regular Session 4:22 p.m. "No Action Taken"

Threat to Public Services or Facilities (§ 54957)
Consultation with Mission Critical Partners
Consultants: Mike Miller, Jaime Young, Dennis Matzen
Staff members who joined in the closed session are:
Billy Keen, I.T. Manager YECA
Leah Goodwin, Operations Manager YECA

Entry No. 10 FY20 Proposed Funding for Potential Projects & Program – Action Item

a. Staff summary highlighting projects for potential FY20 funding

Minute Order No. 2020-12 Item 1: YECA Backup Center: - Voted item

Improvement to the existing evacuation plan and provide a backup center at the Woodland Police Department for a continuity of operations:

Costs: \$43,322 - \$70,158 (Total cost depends on option A or B in phase 1- breakdown given in attachment)

Funding Source: Absorb 50% within current FY20 and the remaining from Fund Balance

MOTION: Donlevy SECOND: Binns AYES: Kaff, Lopez, Ramirez, Binns Donlevy, – Passed for Option B Phase 1.

Minute Order No. 2020-13 Item 2: YECA Building HVAC Duct Cleaning - Voted item

Yolo County General Services – Facilities screened two vendors to provide a quote for a full cleaning of the building air ducts and equipment:

Costs: \$10,000 - \$30,000 – Not to exceed \$30,000

Funding Source: Absorb costs within current FY20 Budget -

MOTION: Donlevy SECOND: Lopez AYES: Kaff, Ramirez, Binns, Donlevy, Lopez – Passed

Minute Order No. 2020-14 Item 3: Emergency Paid Sick Leave (EPSL) 80Hrs –Voted item

Emergency Paid Sick Leave is part of the Families First Coronavirus Response Act (FFCRA) which provides a discretionary additional paid sick leave for specified reasons related to COVID-19. Requesting Approval: these provisions would apply from April 1, 2020 through December 31, 2020. This program would be used on a case by case basis and meet a criteria using Yolo County Human Resources format for their employees. (Yolo County EPSL document provided)

Costs: Unknown

Funding Source: YECA. Currently, the Federal government has not provided any provisions for this expense to be reimbursable for government entities.

Discussion: Should the Federal Government approve public agencies to be reimbursed with Social Security offsets, YECA would not benefit as a non-participant employer to Social Security.

MOTION: Lopez SECOND: Ramirez AYES: Kaff, Binns, Donlevy, Ramirez, Lopez – Passed

Entry No. 11 Next Scheduled JPA Board Meeting –June 3, 2020

Entry No. 12 Items for Future Agenda

b. FY20/21 Budget

**Entry No. 13 Meeting Adjourned at 4:32 p.m.
Minutes submitted by Eloise Austin**